AIR FORCE (AF) RECRUITING INFORMATION SUPPORT SYSTEM (AFRISS)

OFFICER ACCESSIONS (OA)

USER MANUAL

OFFICER TRAINING SCHOOL (OTS)

BY

HQ AFRS/RSID

05 Aug 2003

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1.0 INTRODUCTION

This users' manual is designed as an internal management tool to assist recruiting personnel with navigation through AFRISS. The purpose of AFRISS is to provide recruiters with a centralized data collection and reports system. Management will use AFRISS to manage recruiter activity, distribute workload and produce necessary reports. AFRISS is only accessible through the Internet. Recruiters will be provided with a system containing the administrative and management tools needed to perform lead and applicant processing, as well as manage school and marketing activities. There will also be forms and reports contained in AFRISS to help process applicants and produce management reports. Keep in mind AFRISS isn't a recruiter or manager. It is only an effective tool if used as designed.

IMPORTANT: REVIEW THE ITEMS (REFERENCED THROUGHOUT THE ENTIRE GUIDE) BELOW PRIOR TO BEGINNING YOUR AFRISS SESSION.

2.0 AFRISS MAIN MENU

Once you log onto AFRISS, this is the first screen you see. This screen has important information, user tips and notes pertaining to AFRISS.

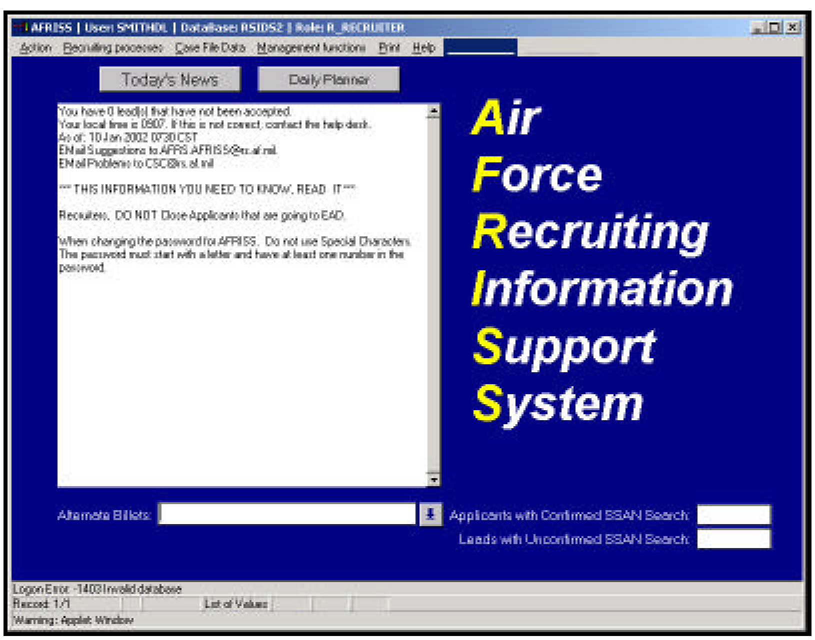


Figure 2-1, AFRISS Main Menu

The “Today’s News” button is used to update the information you see in the large gray area of this screen. Pay close attention to the **“You have # lead(s) that have not been accepted”** statement. This lets you know if you have any new Priority 1 leads awaiting your acceptance so you can work them.

<u>“Daily Planner” Button</u>: Click this button to identify what you have on your schedule for that day.

<u>Alternate Billets</u>: If you will be working another billet, select the desired billet from the List of Values (LOV).

<u>Applicants with Confirmed Social Security Account Number (SSAN) Search</u>: Enter the applicant’s confirmed SSAN, if known, and click the “Enter” key. Once this is accomplished, the following pop-up window displays.

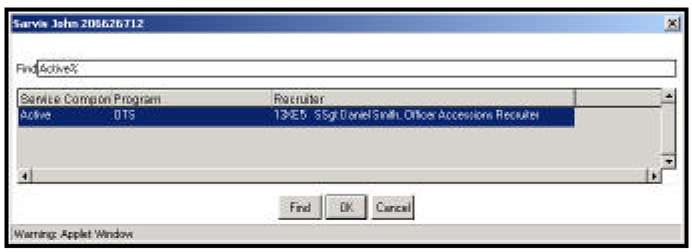


Figure 2-2, Confirmed SSAN Search Pop-Up

<u>Leads with Unconfirmed SSAN Search</u>: Enter the lead’s unconfirmed SSAN.
NOTE: This is to be used only if an SSAN has not been confirmed.

2.1 Drop-Down Menus

Review each item on the main menu bar. The menu bar allows you to navigate to the different functions available ending on your role in AFRISS. You may access the menu item by clicking the applicable menu item button or by simultaneously pressing <**Alt**> and the applicable letter key on the keyboard.

Figure 2-3, Menu Bar

2.1.1 Action

Figure 2-4, Action Menu

2.1.1.1 Change Password

Figure 2-5, Change Password

To change the password, you must enter your current password in the Old Password field, press the <**Tab**> key to navigate to the New Password field and type in your desired password. **NOTE:** You may not use any previous password. Next, press the <**Tab**> key to navigate to the New Password Verification field and retype the password you entered into the New Password field. Now place the cursor in the “Execute Password Change” button and click the left mouse button for the changes to take effect.

2.1.1.2 Exit

Choosing “Exit” from the *AFRISS Main Menu* ends your session in AFRISS. Choosing “Exit” from other screens takes you to the previous screen.

2.1.2 Recruiting Processes

---Work Leads/Applicants Currently in System
---Create Individual Leads
---Manage Recruiter Activities
---Work Alternate Office Leads/Applicants

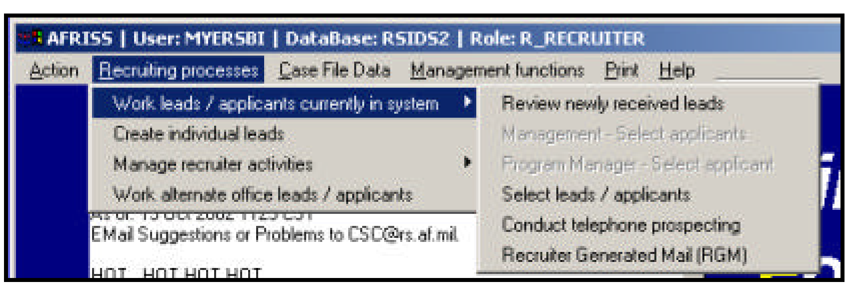


Figure 2-6, Recruiting Processes Menu

2.1.3 Case File Data

Shortcut to general workflow screens.

---OA Screens

----OA Aero Data

----OA Application Preferences

----OA Assignment Preferences

----OA Coursework

----OA Pay Grade Credit

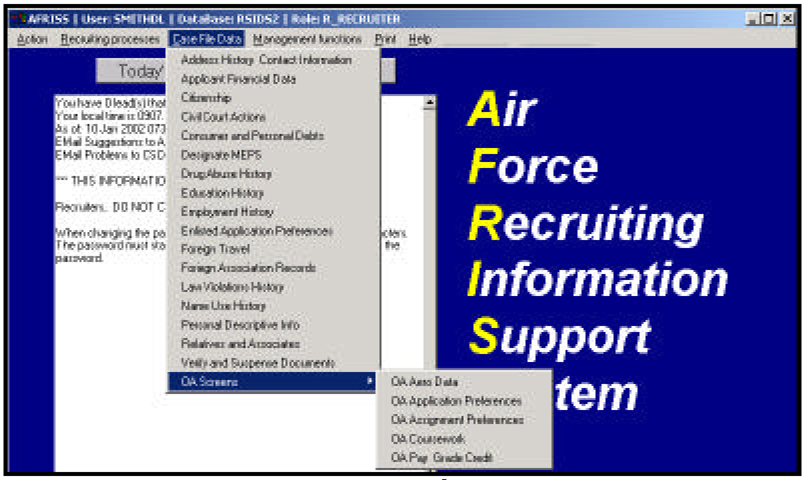


Figure 2-7, Case File Data Menu

2.1.4 Management Functions

---Set Goals: Not applicable.

---Distribute Goals

---Review Recruiter Activity

Figure 2-8, Management Functions Menu

2.1.5 Print

---Forms

---Applicant Reports

---Recruiter Reports

---Marketing Reports

---Management Reports

---OA Reports

---Production/Activity Reports

---Board Reports: Not applicable.

Figure 2-9, Print Menu

2.1.6 Help

---Help
---Keys
---List
---Display Error
---Debug: Displays a pop-up window containing information. The APP Identification (Id), PAR ID and lead/applicant SSAN is required by the Customer Support Center (Help Desk) when an error occurs (see figure 2-11).

Figure 2-10, Help Menu

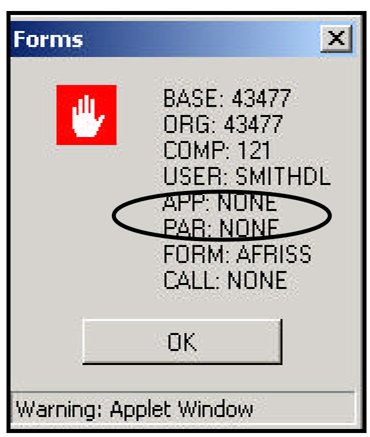


Figure 2-11, Debug

--HELP!

There are three different levels of help in AFRISS. It is imperative the user recognizes this for ease of understanding.

---Hint Text Help

When the curser is in a field, a hint text will appear at the bottom left-hand corner of the screen. It describes the information applicable to the particular field.

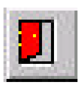
---Screen Level Help

This is an Adobe Acrobat help screen that can be seen on the screen and printed out, if necessary.

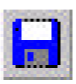
---Workflow Instructions

These are help menus that explain what information is required for the workflows.

3.0 AFRISS TOOLBAR/SCREEN ITEMS



--**Exit Screen:** System will check to see if you have any unsaved changes.



--**Save:** Posts new records and changes to the database.

--**Enter Query:** Toggles the screen to query mode.

--**Execute Query:** Finds the records matching your search criteria.

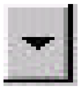
--**Cancel Query:** Aborts your query.

--**Add Row:** Creates a new record in the selected block. The position of the cursor determines which block.

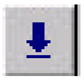
--**Delete Row:** Deletes the selected record from the database. Ensures the correct record is selected.

--Clear Row: Removes the selected record from the screen. Does not delete from the database.

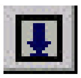
3.1 Additional Screen Items



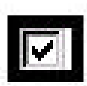
--Drop-Down Menu Button: Displays a menu for you to select your choices.



--LOV: Displays a list of valid choices for the selected field.



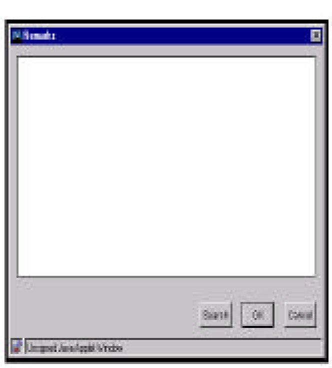
--Select Organization Button: Used to call the *Select Organization Screen*.



--Check Box: A check in the box indicates an item has been selected.

--Radio Buttons: A selected radio button will be filled in black.

--AFRISS Calendar



--Remarks Editor Box (Ctrl+e)

IMPORTANT: USE THE <TAB> KEY TO NAVIGATE FROM FIELD TO FIELD THROUGHOUT THE APPLICATION. IF THE <TAB> KEY DOES NOT WORK IN A PARTICULAR FIELD, USE YOUR MOUSE.

4.0 REVIEW NEW LEADS/DUPLICATE CHECK/ACCEPT

4.1 Recruiter Role

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Select Work Leads/Applicants Currently in System**>.

3. Then click <**Review Newly Received Leads**>. (Skip to Section 4.3, Review New Leads-Step #4).

4.2 Flight Chief

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Work Alternate Office Leads/Applicants**> to display the *Work Other's Leads/Applicants Screen*.

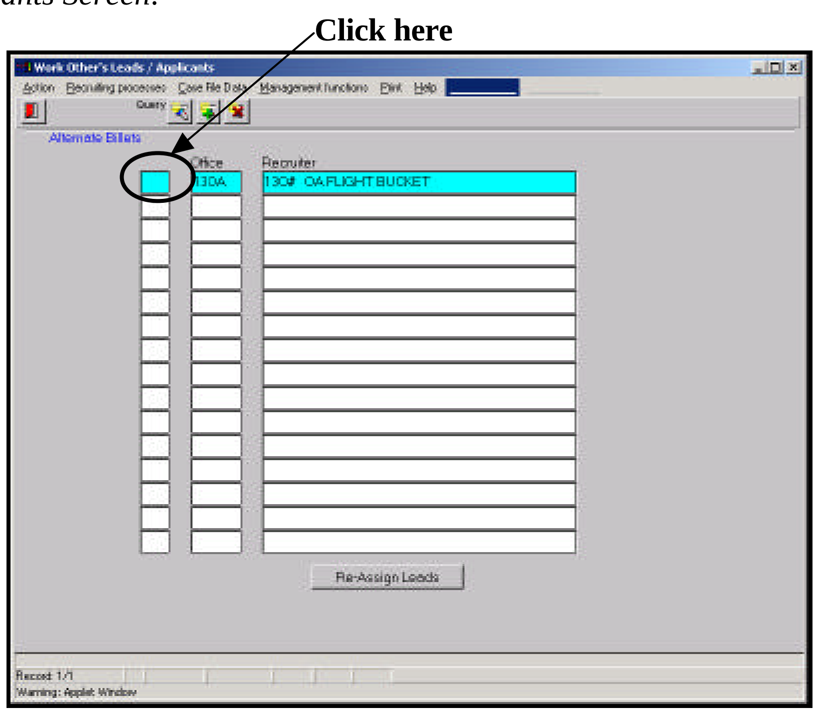


Figure 4-1, Work Other's Leads/Applicants Screen

3. Click the box to the immediate left of the desired bucket (<u>Office</u> field). Once the billet is selected, you can use AFRISS normally. To go back to working your assigned billet, navigate back to the *AFRISS Main Menu Screen*.

4.3 Review New Leads

Parts of the Screen and Steps to Follow:

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Work Leads/Applicants Currently in System**>.

3. Then click <**Review Newly Received Leads**>.

4. A list of leads displays. Select the desired lead and click the "Duplicate Check" button.

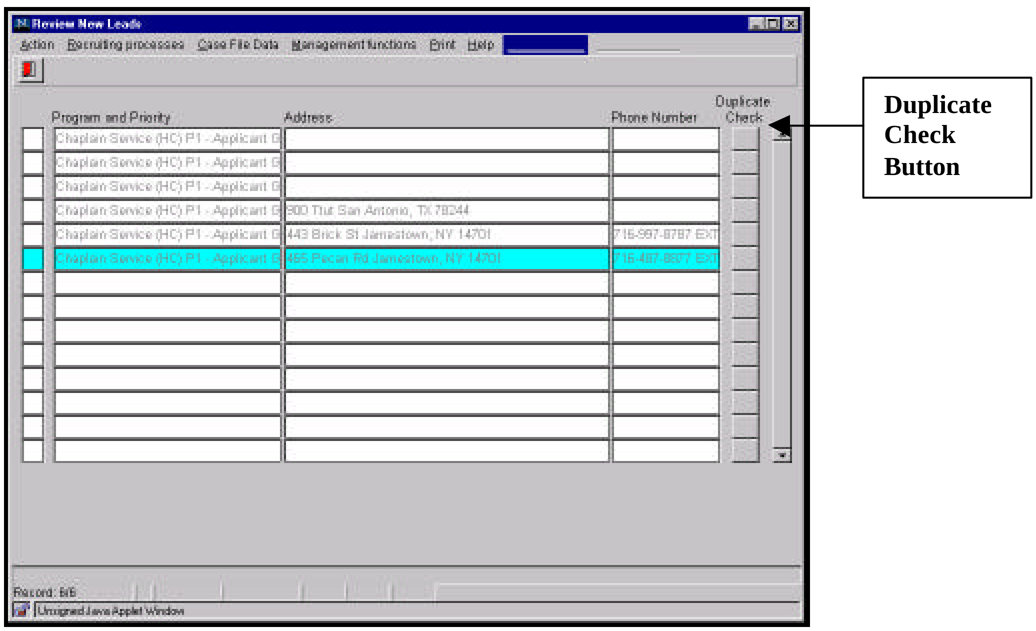


Figure 4-2, Review New Leads Screen

4.4 Duplicate Check

NOTE: Duplicate check is a way to verify there are no duplicate SSANs or similar names currently in the AFRISS database.

Steps to Follow:

1. Once in the *Review New Leads Screen*, highlight the desired lead.

2. Click the "Duplicate Check" button to display the *Duplicate Check Screen*.

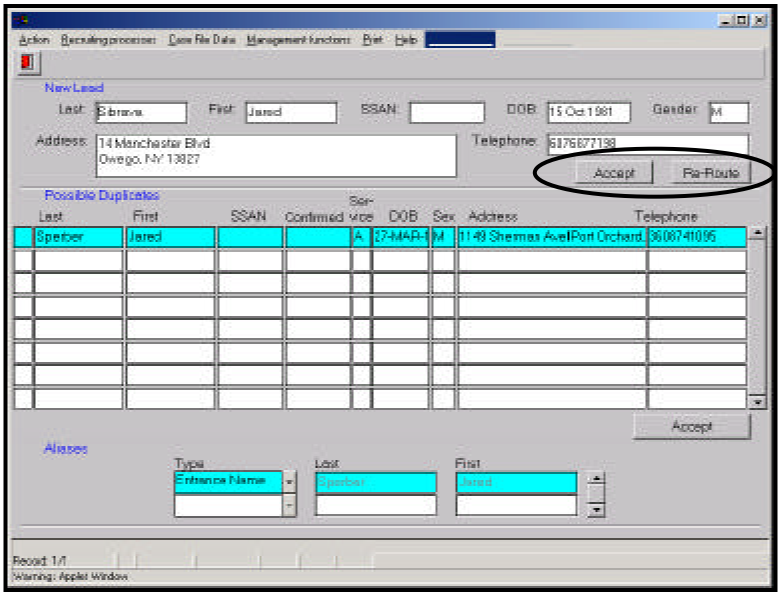


Figure 4-3, Duplicate Check Screen

4.5 Accept/Re-Route

If your new lead does not display in the **Possible Duplicates Block**, choose to <**Accept**> (top "Accept" button—see figure 4-3) or <**Re-Route**> (causes the new lead to be routed to squadron operations [OPS]). Otherwise, highlight the duplicate lead and click the bottom "Accept" button.

4.6 Select Leads/Applicants

Purpose: Allows you to select all applicants the recruiter has the responsibility to work.

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Work Leads/Applicants Currently in System**>.

3. Then click <**Select Leads/Applicants**> to display the *Select Leads/Applicants Screen*.

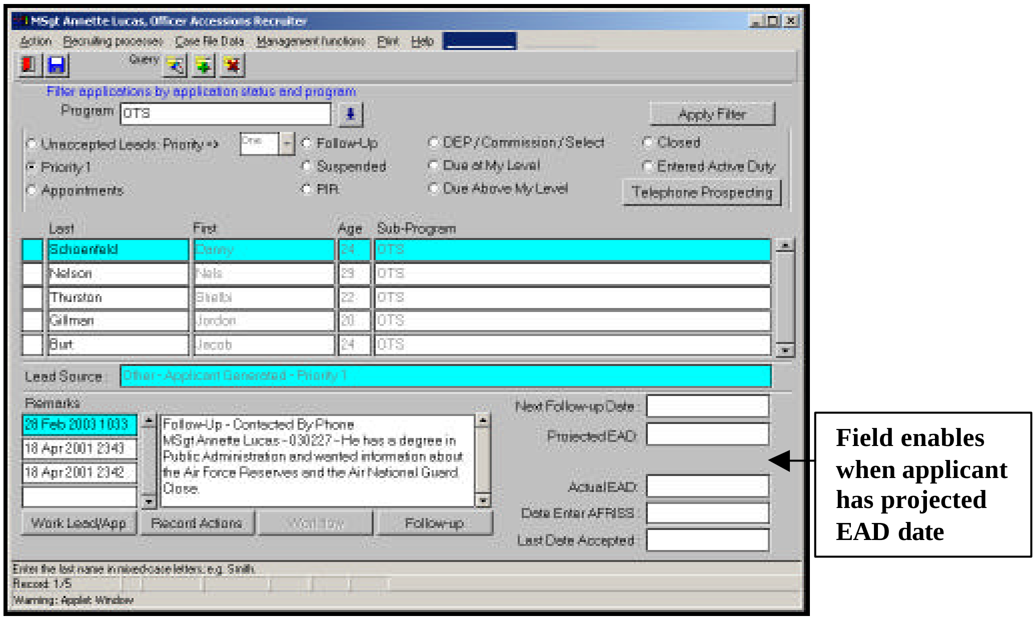


Figure 4-4, Select Leads/Applicants Screen

Steps to Follow:

4. Program: Click the LOV to select the program; e.g., OTS.

5. Click the "Priority 1" radio button to display a list of all leads you accepted.

4.7 Re-Opening Leads

Ensure you are in the *Select Leads/Applicants Screen*.

1. Program: Click the LOV to select the program; e.g., OTS.

2. Click the "Closed" or "Suspended" radio button to display a list of closed applicants. Once you click the desired radio button, a "Re-Open Application" button is enabled.

3. Click (highlight) the desired applicant, and then click the "Re-Open Application" button. The following message displays informing you the application has been re-opened and a follow up has been set.

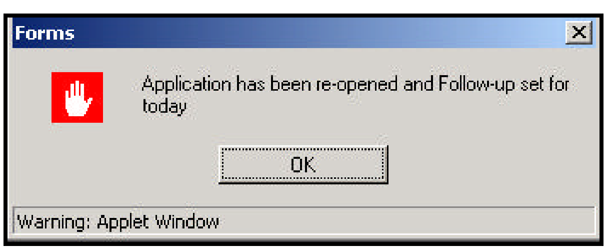


Figure 4-5, Re-Open Application Message

4. Click the “OK” button. The applicant’s name will be removed from the list of closed or suspended applicants.

5. Click the “Save” button, and then click the “Exit” button.

5.0 CREATE INDIVIDUAL LEAD

Purpose: Used to enter a walk-in or a call-in lead into AFRISS.

NOTE: At a minimum, to create a lead you will need the lead’s last name, first name and contact source; e.g., home address, telephone number.

5.1 Create Individual Lead

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Then click <**Create Individual Leads**> to display the *Create Lead Screen*.

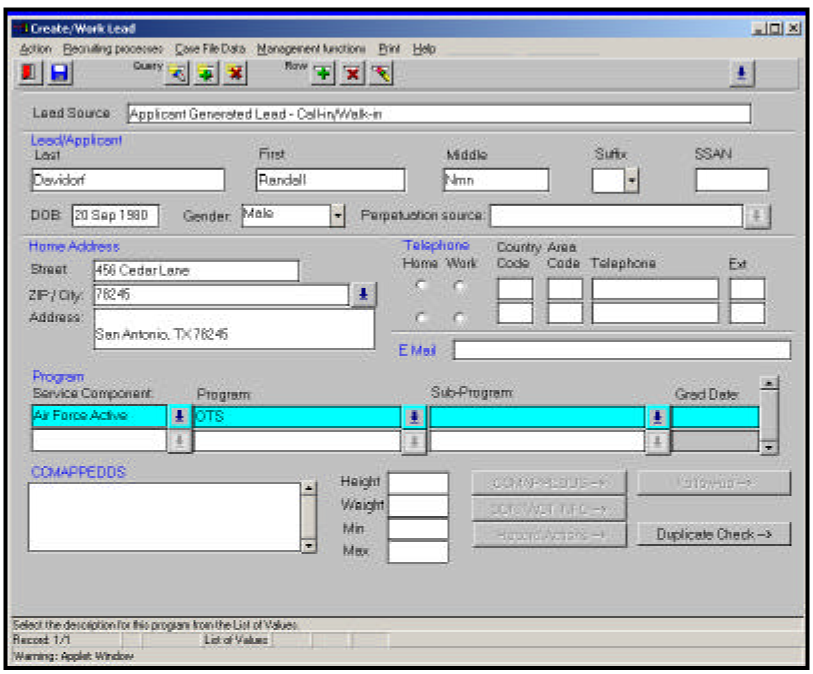


Figure 5-1, Create Lead Screen

Parts of the Screen and Steps to Follow:

NOTE: The preferred navigation from field to field is to use the <**Tab**> key.

3. <u>Lead Source</u>: “Applicant Generated Lead–Call-in/Walk-in” automatically generates.

Lead/Applicant Block

4. Last: *(Mandatory)* Enter the applicant's last name in upper and lower case; e.g., Davidson.

5. First: *(Mandatory)* Enter the applicant's first name in upper and lower case; e.g. Randall.

6. Middle: *(Optional)* Enter the applicant's middle name in upper and lower case; e.g., Scott. If unknown, enter UNK; if no middle name, enter NMN.

7. Suffix: *(Optional)* Click the drop-down menu button to select the suffix; e.g., Jr.

8. SSAN: *(Optional)* If known, enter the applicant's SSAN without dashes; e.g., 999999999.

9. Date of Birth (DOB): *(Optional)* If known, enter the applicant's DOB in the DD MMM YYYY format; e.g., 20 Sep 1980.

10. Gender: *(Mandatory)* Click the drop-down menu button to select the gender; e.g., Male or Female.

11. Perpetuation Source: *(Optional)* If the lead was obtained by perpetuation, indicate from whom you perpetuated the lead from in this field. A perpetuated lead can only come from another lead, applicant or member of your Delayed Enlistment Program (DEP). Enter the last name of the perpetuation source in the field and press the <**Tab**> key, or you can place the cursor over the LOV and click the left mouse button. Either one brings up a LOV to enable you to select the specific perpetuation source.

If you enter a Perpetuation Source, notice the Lead Source changes from **Applicant Generated Lead–Call-in/Walk-in** to **Perpetuated**.

Home Address Block: Optional; however, a phone number or electronic mail (e-mail) address must be entered.

12. Street: Enter the applicant's street address; e.g., 455 Cedar Ave.

13. ZIP/City: Enter the applicant's Zip Code; e.g., 78245, or city; e.g., San Antonio. For a quicker response, press the <**Tab**> key.

14. Address**:** Automatically generates based on your input from the Street and Zip/City fields.

Telephone Block: Optional; however, a home address or e-mail address must be entered.

15. “Home or Work” radio button: *(Mandatory)* Choose the applicable phone number type by placing the cursor over the appropriate radio button and clicking the left mouse button. The default value is “Home.”

16. Country Code: *(Optional)* Enter the country code of the applicant’s phone number; e.g., 001.

17. Area Code: Enter the area code of the applicant’s phone number; e.g., 210.

18. Telephone: Enter the applicant’s telephone number; e.g., 675-0569.

19. Ext: Enter the extension of the applicant’s telephone number; e.g., 375.

NOTE: Press the <**Tab**> key to enter another phone number. If you have completed entering applicable telephone numbers for the applicant, use the mouse to move the cursor over the E-mail field and click the left mouse button. This is the ONLY way you can leave the **Telephone Block**.

E Mail Block: Optional; however, a home address or a phone number must be entered.

20. E-Mail: Enter the applicant’s e-mail address, if applicable; e.g., **ima.recruiter@rs.af.mil**. Press the <**Tab**> key to navigate to next field.

Program Block

21. Service Component: *(Mandatory)* Click the LOV to select the service component. The default value is “Air Force Active.”

22. Program: *(Mandatory)* Click the LOV to select an applicable program; e.g., OTS.

23. Sub-Program: Click the LOV to select a sub-program; e.g., Non-Rated.

24. Grad Date: Used when entering a lead from a school event. This field cannot be entered when creating an applicant generated lead or perpetuated lead.

25. Click the “Save” button.

CCMAPPEDDS Block

NOTE: Information displays in this block after the CCMAPPEDDS Pre-Qualification Interview (see section 7.0) has been completed.

Once you have completed entering the required information in the **Program Block**, the "Duplicate Check" button (see figure 6-1) will be available.

6.0 DUPLICATE CHECK SCREEN

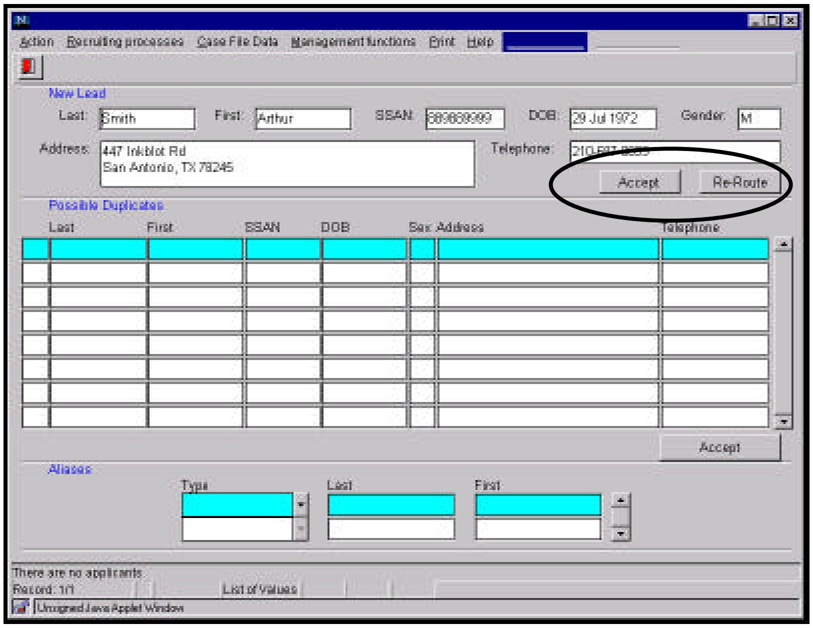


Figure 6-1, Duplicate Check Screen

Parts of the Screen and Steps to Follow:

New Lead Block provides information on the new lead.

Possible Duplicates Block provides information on any possible duplicate for the new lead.

Aliases Block provides any aliases for the highlighted possible duplicates.

The lead we have received in this example has no possible duplicates.

1. Check the applicant's address to verify this lead is in fact in your zone.

2. Once this is verified, place the cursor over the "Accept" button (see figure 6-1) in the **New Lead Block** and click the left mouse button. The lead is then moved to the *Select Lead Applicant Screen* under the Priority 1 filter.

3. If the new lead had possible duplicates, scroll through the list of possible duplicates to ensure this lead is not already in the AFRISS database.

4. If you find a possible duplicate matching the new lead, place the cursor on the "Accept" button in the **Possible Duplicate Block** and click the left mouse button. This updates the information for the duplicate with the information from the new lead. It is then moved to the *Select Lead/Applicant Screen* under the Priority 1 filter.

5. If the new lead does not belong to you either because the program is not valid for your office; e.g., OTS Recruiter gets a Non-Prior Service (NPS) lead, etc.; or you receive a lead not in your zone, place the cursor on the "Re-Route" button in the **New Lead Block** and click the left mouse button. This sends the new lead to the squadron operations to be routed to the correct recruiter.

IMPORTANT: IN THE EVENT YOU HAVE A NEW LEAD, AND IT HAS A POSSIBLE DUPLICATE (ANOTHER RECRUITER HAS THE LEAD IN PERSONAL INTERVIEW RECORD (PIR), DEP OR COMMISSIONED STATUS), THE SYSTEM WILL NOT ALLOW YOU TO ACCEPT IT.

7.0 CCMAPPEDDS (PRE-QUALIFICATION INTERVIEW)

OTS & Health Professions (HP)

Purpose: Allows you to collect the height, weight and CCMAPPEDDS information for initial pre-qualification.

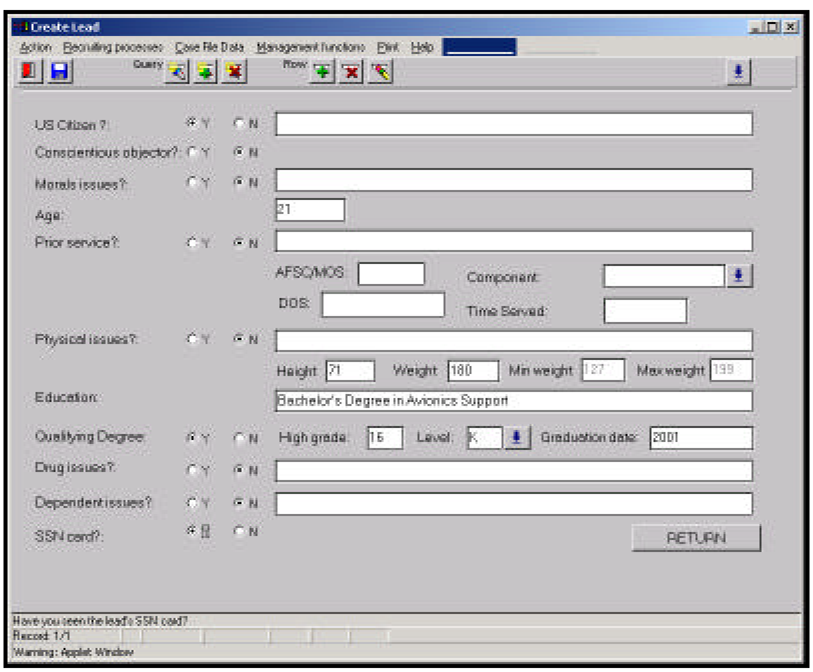


Figure 7-1, Pre-Qualification Interview Screen (OTS & HP)

1. United States (US) Citizen? Click the appropriate radio button.

2. Conscientious Objector? Click the appropriate radio button.

3. <u>Moral Issues?</u> Click the appropriate radio button. If <**Y**> (Yes) enter comments in the blank field. Once all questions have been answered, click the "Return" button.

4. <u>Age</u>: Automatically generates from previously entered information.

5. <u>Prior Service?</u>: Click the appropriate radio button. If <**Y**> (Yes) enter the name of the military branch.

6. <u>Air Force Specialty Code (AFSC)/Military Occupational Specialty (MOS)</u>: Enter the applicant's AFSC or MOS; e.g., 2T717.

7. <u>Component</u>: Click the LOV to select the component; e.g., Air Force Active.

8. <u>Date of Separation (DOS)</u>: Enter the DOS in the DD MMM YYYY format; e.g., 30 Apr 2003.

9. <u>Time Served</u>: Enter the number of years; e.g., 4.

10. <u>Physical Issues?</u> Click the appropriate radio button. If <**Y**> (Yes) enter comments.

11. <u>Height</u>: Enter the applicant's height in inches; e.g., 71.

12. <u>Weight</u>: Enter the applicant's weight in pounds; e.g., 180.

13. <u>Min Weight</u>: Automatically generates.

14. <u>Max Weight</u>: Automatically generates.

15. <u>Education</u>: Enter the type of degree; e.g., Bachelor's Degree in Avionics Support.

16. <u>Qualifying Degree</u>: Click the appropriate radio button.

17. <u>High Grad</u>: Enter the number of years of education the applicant completed; e.g., 16.

18. <u>Level</u>: Click the LOV to select the level; e.g., K (Bachelor's Degree).

19. <u>Graduation Date</u>: Enter the year the applicant graduated in the YYYY format; e.g., 2001.

20. <u>Drug Issues?</u> Click the appropriate radio button. If <**Y**> (Yes) enter additional information; e.g., smoked marijuana twice in 1995.

21. <u>Dependent Issues?</u> Click the appropriate radio button. If <**Y**> (Yes) enter additional information.

22. <u>Selective Service Number (SSN) Card?</u> Click the appropriate radio button to indicate whether or not the applicant has a SSN card.

23. Click the "Return" button to return to the *Create Lead Screen.* **NOTE:** All CCMAPPEDDS information entered will appear in the **CCMAPPEDDS Block** on the *Create Lead Screen*.

24. Click the "Workflow" button to display the *Workflow Select Screen*.

8.0 LEAD FOLLOW-UP/APPOINTMENT/CLOSE/SUSPEND

Purpose: Allows you to document all contacts with the leads, set appointments or close/suspend a lead.

8.1 Lead Follow-Up

NOTE: If in the *Create Lead Screen,* click the "Follow Up" button.

If in the *Select Lead Screen,* you must do the following:

1. Click the <**Recruiting Processes**> main menu item.

2. Click <**Work Leads/Applicants Currently in System**>.

3. Then click <**Select Leads/Applicants**> to display the *Select Leads/Applicants Screen* (Once this screen displays, you may either continue with Step 4 or see section 8.3 for further follow-up functionality).

4. Click on the desired applicant (highlight) after clicking the one of the radio buttons with or without the program selected.

5. Click the "Follow Up" button.

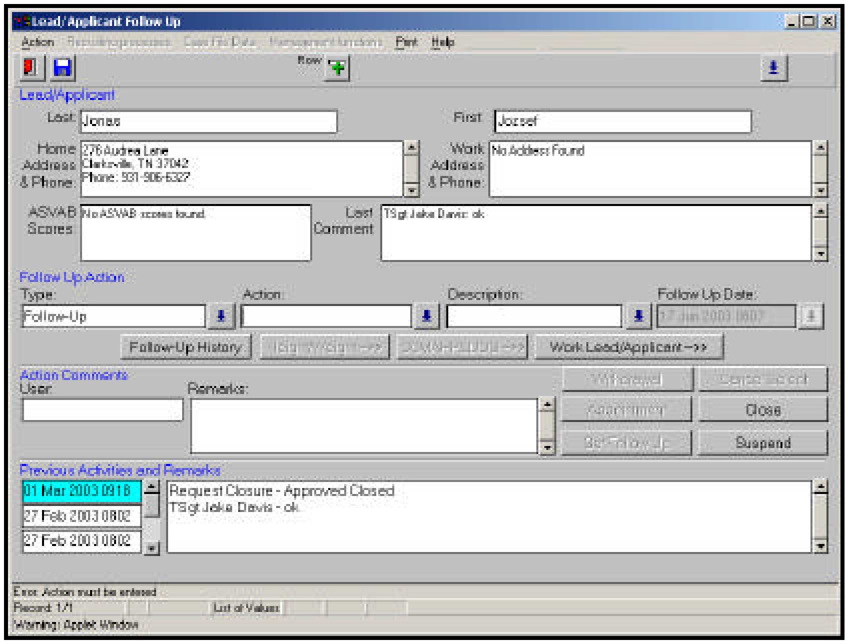


Figure 8-1, Lead/Applicant Follow-Up Screen

Parts of the Screen:

Lead/Applicant Block

NOTE: You cannot update fields in this block.

6. Last: Displays the last name of the lead/applicant.

7. First: Displays the first name of the lead/applicant.

8. Home Address & Phone: Displays the formatted home address and home telephone number of the lead/applicant.

9. Work Address & Phone: Displays the formatted work address and work telephone number of the lead/applicant.

10. Armed Forces Vocational Aptitude Battery (ASVAB) Scores: Not applicable.

11. Last Comment: Displays the last remarks entered about the lead/applicant and the name of the individual who made the remarks.

Follow-Up Action Block

NOTE: Once the CCMAPPEDDS is complete, the "Workflow" button is enabled. (See next section.)

12. Type: Displays the type of action being performed.

Follow-Up Action Block

13. Action: Click the LOV to select the action. You may select "Contacted," "Not Contacted," "Canceled" and "Other" actions for a follow-up.

14. When you click the "Follow-Up" button from the *Select Lead/Applicant Screen* or the *Work Lead/Applicant Screen*, you navigate to the *Follow-Up Screen*. You are prompted to select an action. Once the action is selected, if applicable, you are prompted to select a description.

15. Description: Click the LOV to select a description. You may select "By Phone" or "In Person" if the action selected was "Contacted" or "Not Contacted."

16. After you select an action, and if applicable, enter the comments of the follow-up action in the Remarks field. If you select the "Canceled" action, you are not prompted to select a description and the Remarks Editor box displays.

17. Once the remarks have been entered, click the "OK" button.

Action Comments Block

18. User: Displays the user's name.

19. Remarks: Displays the comments the user just entered about the follow-up action.

8.1.1 Additional Buttons

1. "Follow-Up History" button: Allows you to display a follow-up history report for the current lead/applicant. It is always available.

2. "Height/Weight" button: Allows you to record the height and weight of the lead/applicant. This button becomes available if the action is "Contacted." It becomes unavailable once an appointment or follow-up date is scheduled or the lead/applicant is closed or suspended.

3. "CCMAPPEDDS" button: Allows you to review the pre-qualification information on the current lead/applicant. This button becomes available as soon as you accept the lead after the duplicate check. **NOTE:** It is important you document this information here. If you close or suspend a lead/applicant, and the individual goes to another recruiter, this information is available when the lead is loaded at another office and keeps individuals from fraudulent enlistment.

4. "Work Lead/Applicant" button: Allows you to navigate to the *Work Lead/Applicant Screen* for the current lead/applicant.

5. "Withdrawal" button: Use this button to withdraw an applicant from the board selection process.

6. "Appointment" button: Allows you to set the appointment date for the lead/applicant. When the button is clicked the calendar appears. This button becomes available if the action is "Contacted." It becomes unavailable once an appointment or follow-up date is scheduled or the lead/applicant is closed or suspended.

6. "Set Follow Up" button: Allows you to set a date to follow up with the lead/applicant. When the button is clicked the calendar appears. This button becomes available when the action and description is selected. It becomes unavailable once an appointment or follow-up date is scheduled or the lead/applicant is closed or suspended.

7. "Cancel Select" button: Use this button to remove a previously selected applicant from the selection process.

8. "Close" button: Allows you to request this lead/applicant be closed. This button becomes available when the action and description is selected. It becomes unavailable once an appointment or follow-up date is scheduled or the lead/applicant is closed or suspended. When the button is click you are prompted to select a reason from an action LOV you want to close the lead/applicant. You are able to select "Disqualified," "Not Interested" or "Other."

9. Once you select the reason you want to close the lead/applicant, you are prompted to select a specific reason for the closure from a description LOV. The choices available depend on the action selected.

10. Once you have selected the description, the Remarks Editor box displays. You can then edit the remarks entered from the "Contact" comments. Once you are satisfied with the comments, click the "OK" button. **NOTE:** Comments should be as descriptive as possible. A good word picture allows other users to have a clear understanding of what is going on with the lead applicant and save on having to get clarification later.

11. "Suspend" button: Allows you to request the lead/applicant be closed. This button becomes available when the action and description is selected. It becomes unavailable once an appointment or follow-up date is scheduled or the lead/applicant is closed or suspended. This button functions in the same manner as the "Closed" button. **NOTE:** When entering comments about this lead/applicant, you are asking the flight chief to suspend this lead/applicant. Unless you specify the date you want to have it re-opened, the flight chief must make the decision for you.

Previous Activities and Remarks Block
Automatically generates.

11. Click the “Save” button, and then click the “Exit” button to return to the *Create Lead Screen*.

12. Click the “Workflow” button to begin working the applicant.

8.2 Additional Follow-Up Method

While in the *Select Lead/Applicant Screen*, click the “Follow-Up” radio button, and then click the “Apply Filter” button to display a list of applicants. **NOTE:** Once you click the “Follow-Up” radio button, a “Mass TP & Follow Up” button displays for your use (see figure 8-2). The “DEP” and “PIR” radio buttons also enable this button for your use.

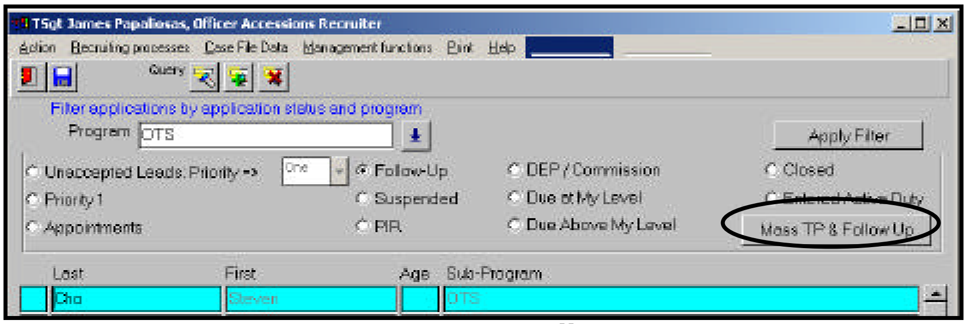


Figure 8-2, Mass TP & Follow Up Button

9.0 WORKFLOW SELECT SCREEN

Purpose: Allows you to gather personal information to complete the application.

NOTE: This section is informational only. An example of the *Select Workflow Screen* is displayed below. You will see this screen throughout the casefile process.

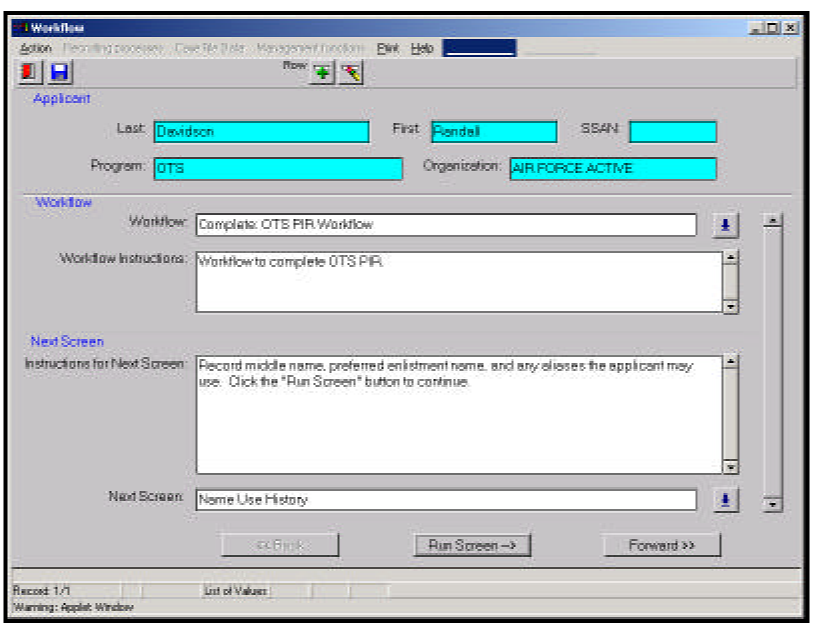


Figure 9-1, Workflow Select Screen

Parts of the Screen:

Applicant Block (*View Only)*

1. Last: Displays the last name of the selected lead/applicant.

2. First: Displays the first name of the selected lead/applicant.

3. SSAN: Displays the SSAN of the selected lead/applicant, if available.

4. Program: Displays the program of the application for the select lead/applicant.

5. Organization: Displays the branch of service for which the lead/applicant is being worked.

Workflow Block

6. Workflow: Displays the title of the selected workflow. The LOV allows you to select the workflow to perform next. The list only contains available workflows depending on your role and where the lead/applicant is in the recruiting process.

7. Workflow Instructions: Displays the description and instructions for completing the workflow.

Next Screen Block

8. Instructions for Next Screen: Displays the description and instructions for completing the next screen in the workflow.

9. Next Screen: Displays the title of the next screen in the workflow. You can have more than one workflow working at the same time, but cannot have the same workflow open more than once. The scroll bar on the right of the screen intersecting both the **Workflow** and **Next Screen Blocks** is divided if more than one workflow is open.

10.0 OTS PIR WORKFLOW

Purpose: Allows you to collect pertinent qualification data during the initial appointment.

10.1 Name Use History

Purpose: Record name use history information.

1. From the *Workflow Select Screen,* click the "Run Screen" button to display the *Name Use History Screen.*

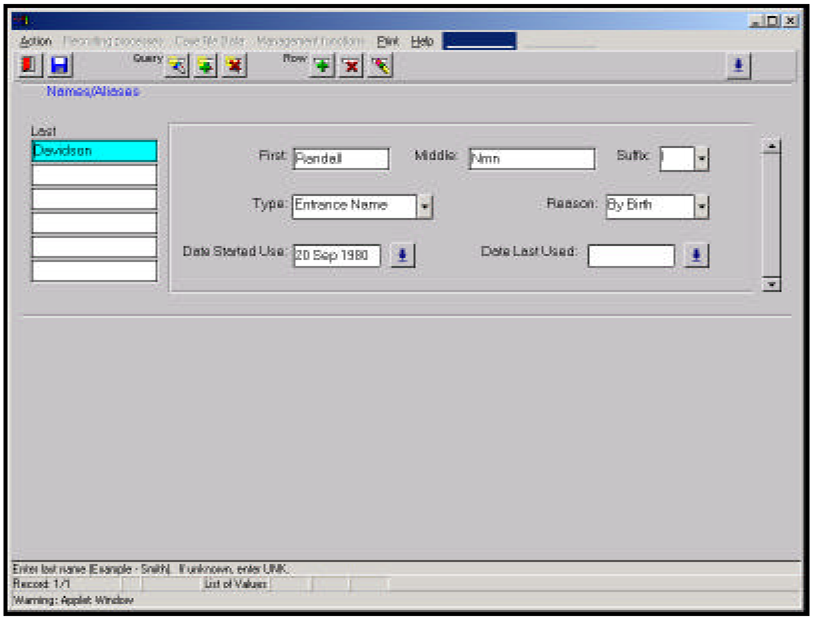


Figure 10-1, Name Use History Screen

Parts of the Screen and Steps to Follow:

2. Last: *(Mandatory)* Automatically generates. To add another name, place the cursor in the Last Name field (blank field) and click the "Add Row" button on the toolbar. Enter the applicant's last name; e.g., Davidson.

3. First: *(Mandatory)* Automatically generates. If not, enter the applicant's first name; e.g., Randall.

4. Middle: *(Optional)* Automatically generates. If not, enter the applicant's middle name, NMN (no middle name), or UNK (unknown).

5. Suffix: *(Optional)* Automatically generates. If not, click the drop-down menu button to select the suffix.

6. Type: Click the drop-down menu button to select the type; e.g., Entrance Name and Alias. The applicant must have an entrance name, which is his/her current name, name on the birth certificate, court document or from marriage. Aliases are nicknames, previous names and maiden names.

7. Reason: Click the drop-down menu button to select the reason; e.g., Preference, Maiden, Other, By Marriage, By Birth, By Decree. **NOTE:** Document all names for which the applicant has been known.

8. Date Started Use: Enter the date the applicant started using the selected name in the DD MMM YYYY format; otherwise, select the date from the LOV (AFRISS calendar). The default is the applicant's DOB.

9. Date Last Used: Enter the date the applicant last used the selected name in the DD MMM YYYY format; e.g., date of marriage, date court changed name, etc. Otherwise, click the LOV to select the date (AFRISS calendar). If the name is still used, leave the field blank.

10. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen.*

10.2 Address History & Contact Information

Purpose: Allows you to record the applicant's current address, home of record, place of birth and business address (if currently employed). Additionally, record any phone numbers where the applicant may be contacted. E-mail addresses are optional.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Address History & Contact Information Screen*.

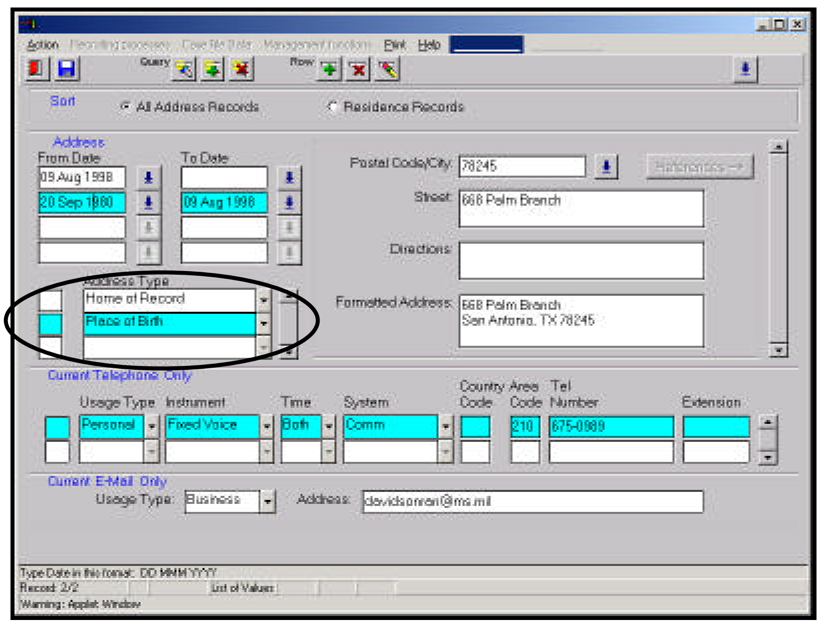


Figure 10-2, Address History & Contact Info Screen

NOTE: You may only enter one address history at a time. Enter the required data throughout the screen. If you want to add additional address history information, click your cursor in the row below the last entry in the From Date field. You must enter address records for place of birth, home of record and residence (all may be the same address [see Step #8])

Parts of the Screen and Steps to Follow:

Sort Block

This block has two radio buttons to allow you to filter either all the recorded address records or the residence records only.

Address Block

2. From Date: Enter the date the applicant started residing at the address in the DD MMM YYYY format; e.g., 09 Aug 1998. If the address type is place of birth, this date is the date of birth. Otherwise, click the LOV to select the date (AFRISS calendar).

3. To Date: Enter the date the applicant stopped residing at this address in the DD MMM YYYY format; e.g., 21 Jan 1999. Otherwise, click the LOV to select the date (AFRISS calendar). **NOTE:** If the applicant is currently residing at that address, leave the field blank.

4. Postal Code/City: Automatically generates.

5. Street: Automatically generates.

6. Directions: Enter the directions for an address that may be hard to find or in an unfamiliar area.

7. Formatted Address: Automatically generates.

8. Address Type: Click the drop-down menu button to select the address; e.g., Residence, Home of Record, Place of Birth. Selecting an address type business populates the Work Address and Phone fields on other screens. **NOTE:** If the place of birth, residence and home of record is the same address, click the drop-down menu button in each row of this field to make your selection. You do not need to enter each record separately. You will notice in figure 10-2, the Address Type field in circled. Home of record and place of birth is the same address.

Current Telephone Only Block

9. Usage Type: Click the drop-down menu button to select the usage type; e.g., Personal or Business. The default is "Personal." Selecting "Business" populates the Work Address and Phone fields on other screens with the work telephone number. It also displays the work number on your daily planner.

10. Instrument: Click the drop-down menu button to select the instrument type; e.g., Fixed Data. The default is "Fixed Voice."

11. Time: Click the drop-down menu button to select the best time to contact the lead at this telephone number; e.g., Both, Day or Night. The default is "Both."

12. System: Click the drop-down menu button to select a system type; e.g., Comm or Defense Switched Network (DSN). The default is "Comm."

13. Country Code: Enter the country code, if applicable; e.g., 001.

14. Area Code: Automatically generates.

15. Tel Number: Automatically generates.

16. Extension: Automatically generates.

NOTE: Click the "Add Row" button to enter multiple phone numbers for a lead.

Current E-Mail Only Block

17. Usage Type: Automatically generates.

18. Address: Automatically entered.

19. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

10.3 Personal Descriptive Info

Purpose: Allows you to record the applicant's personal descriptive information (e.g., Gender, DOB, Race, Ethnicity, Hair Color).

NOTE: If you haven't entered an SSAN, you should do so at this time. If there is a match with another SSAN, you will view a constraint error and must contact the Customer Support Center.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Personal Descriptive Info Screen*. A pop-up message also displays indicating, "Male applicants born after 31 Dec 1959 must have either a Selective Service Registration Number or a Legal Exemption."

2. Click the "OK" button.

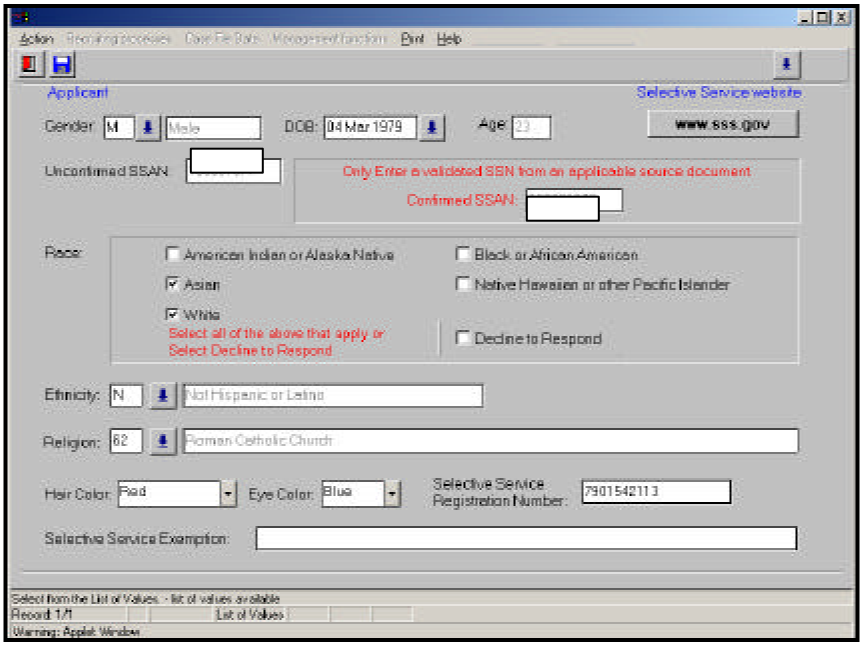


Figure 10-3, Personal Descriptive Info Screen

Parts of the Screen and Steps to Follow:

3. Gender: *(Mandatory)* Automatically generates.

4. DOB: *(Mandatory)* Automatically generates. If not, enter the DOB in the DD MMM YYYY format; e.g., 20 Sep 1980. Otherwise, click the LOV to select the date (AFRISS calendar).

5. Age: Automatically generates. The applicant's age is based on the DOB previously entered.

6. Unconfirmed SSAN: Automatically generates if previously entered. **NOTE:** If you haven't entered an SSAN, you should do so at this time. If there is a match with another SSAN, you will view a constraint error and must contact the Customer Support Center.

To navigate to the Confirmed SSAN field, you must use your cursor.

7. Confirmed SSAN: Enter the applicant's SSAN. Once this SSAN is entered on this form and saved, you cannot change it.

8. Race: *(Mandatory)* Select all applicable checkboxes; otherwise, select "Decline to Respond."

9. Ethnicity: *(Mandatory)* Click the LOV to select the applicant's ethnicity; e.g., Hispanic or Latino.

10. Religion: *(Mandatory)* Click the LOV to select the religious preference. A pop-up menu displays a large list of religions. To query for your choice, type the full or partial name of the religion with a % sign preceding and following your entry, then click the "Find" button.

11. Hair Color: *(Mandatory)* Click the drop-down menu button to select the hair color; e.g., Brown.

12. Eye Color: *(Mandatory)* Click the drop-down menu button to select the applicant's eye color; e.g., Green.

13. Selective Service Registration Number: Enter a validated Selective Service Registration Number for males born after 31 Dec 1959. **NOTE:** Click the "**www.sss.gov**" button to validate.

14. Selective Service Exemption: If no SSN exists, enter the reason(s) for the applicant's legal exemption.

15. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

10.4 PIR Citizenship and Language Questions

Purpose: Allows you to document information regarding the applicant's citizenship and language.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *PIR Citizenship and Language Questions.*

NOTE: This interview contains three questions.

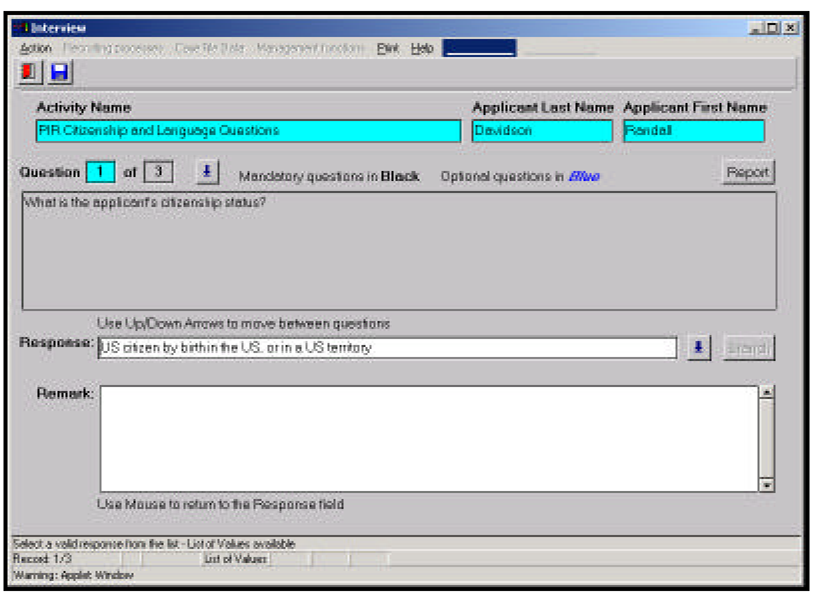


Figure 10-4, PIR Citizenship and Language Interview

2. Select the applicant's citizenship status from the LOV; e.g., US citizen by birth in the US or in a US territory.

3. Enter the first language in which the applicant is proficient, if applicable; otherwise, select from the LOV. If the applicant is not proficient in any language, then the response is <**NONE**>. To query for your choice, type the full or partial name of the language with a % sign preceding and following your entry, then click the "Find" button.

4. Enter the second language in which the applicant is proficient, if applicable; otherwise, select from the LOV. If the applicant is not proficient in any language, then the response is <**NONE**>. To query for your choice, type the full or partial name of the language with a % sign preceding and following your entry, then click the "Find" button.

5. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

10.5 PIR Marital and Dependency Questions

Purpose: Allows you to document information regarding the applicant's marital and dependency status.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *PIR Marital and Dependency Questions*.

NOTE: This interview contains four questions.

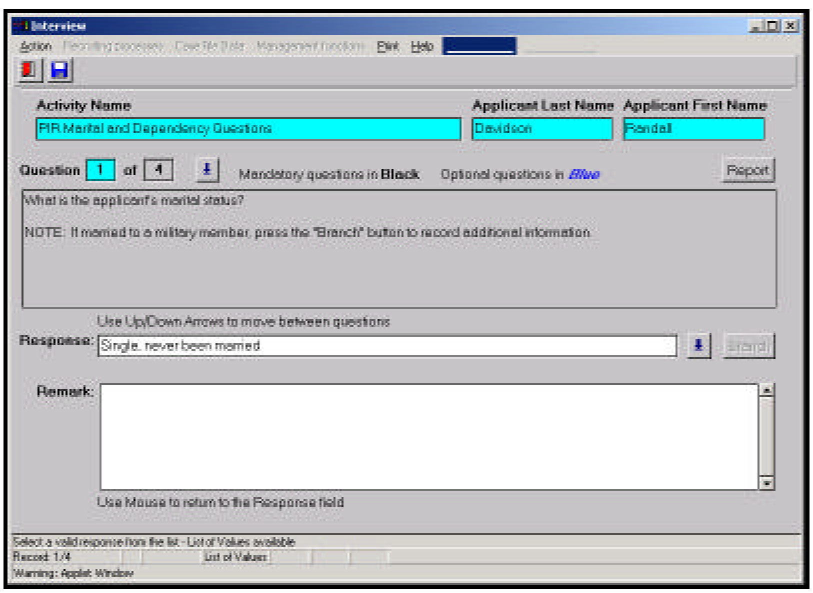


Figure 10-5, PIR Marital and Dependency Interview

2. Click the LOV to select the applicant's marital status (Response field); e.g., Single, never been married.

3. Enter the number of adult dependents for which the applicant is financially responsible. Select a number value of <**0 to 20**>. **NOTE:** Do not include self.

4. Enter the number of minor dependents for which the applicant is responsible. Select a number value of <**0 to 20**>.

5. Spouse's SSAN (no dashes): Optional.

6. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

10.6 PIR Education Questions

Purpose: Allows you to document information regarding the applicant's current/qualifying education status.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *PIR Education Questions*.

NOTE: This interview contains three questions.

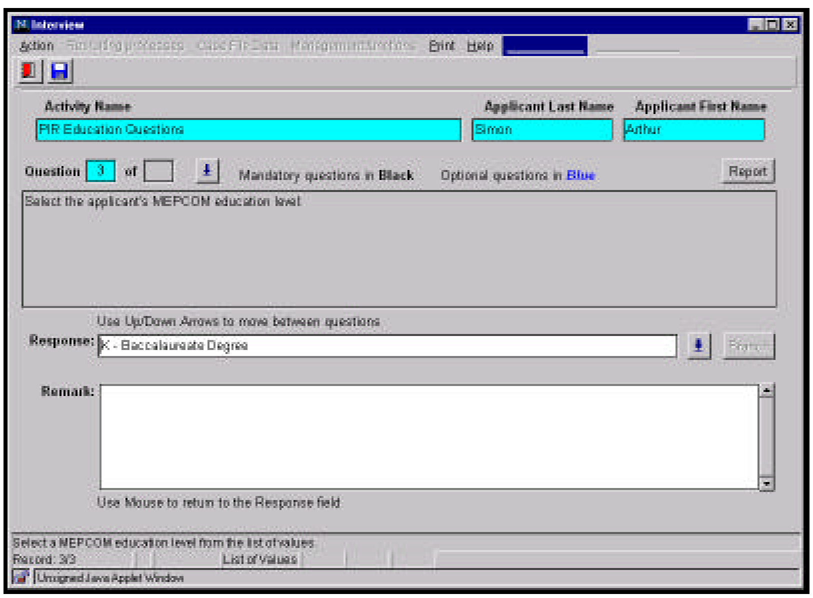


Figure 10-6, PIR Education Interview

2. Click the LOV to select the applicant's education level; e.g., N-Awarded a baccalaureate degree. Once you press the <**Tab**> key, the *Education History Screen* displays (see figure 10-7).

IMPORTANT: YOU MUST ENTER HIGH SCHOOL AND COLLEGE INFORMATION.

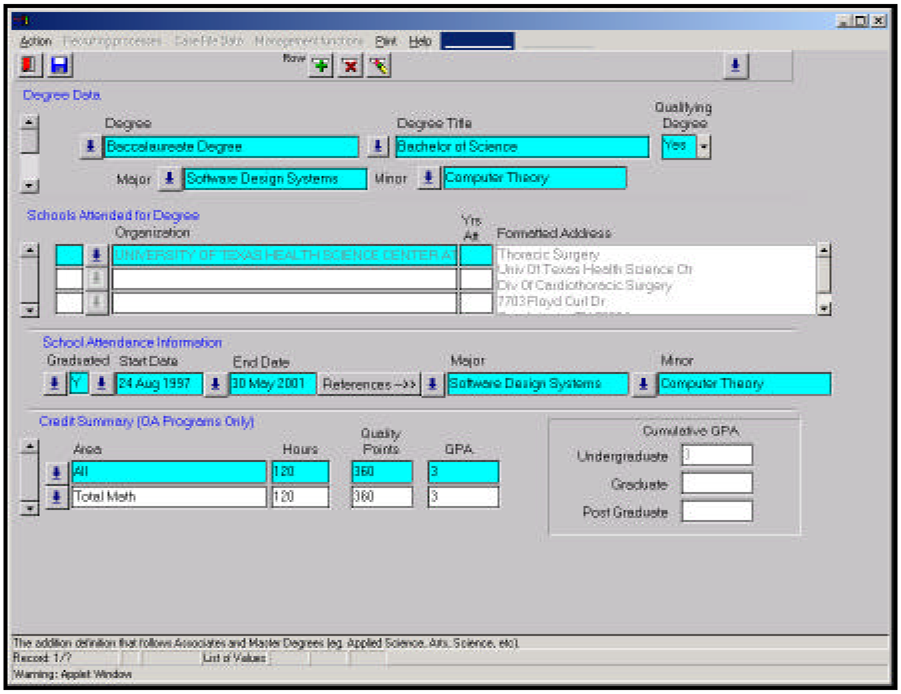


Figure 10-7, Education History Screen

Parts of the Screen and Steps to Follow:

Degree Data Block

3. Degree: Click the LOV to select the type of degree; e.g., Baccalaureate Degree, and then click the "OK" button. If you want to select another degree, click your cursor in the Degree field, and then click the "Add Row" button (green plus sign) on your AFRISS Main Menu toolbar.

4. Degree Title: Click the LOV to select the degree title; e.g. BS.

5. Qualifying Degree: Click the drop-down menu button to select a response; e.g., Yes or No. **NOTE:** A qualifying degree is the degree according to AETCI 36-2002, which qualifies an applicant for a specific program; e.g., Bachelor's Degree, OTS. If the applicant is qualifying for the AF with the particular degree, select "Yes"; otherwise, select "No" for a non-qualifying degree.

6. Major: Click the LOV to the left of the Major field to select your response; e.g., Software Design Systems.

7. Minor: Optional. Click the LOV to the left of the Minor field to select your response; e.g., Computer Theory.

Schools Attended for Degree Block

8. Organization: Click the LOV button to the left of the Organization field to display the *Select Organization Screen*. **NOTE:** List all schools attended to earn that particular degree. If you need to enter any additional schools for the particular degree, click in the blank field below the last school entered.

10.6.1 Select Organization

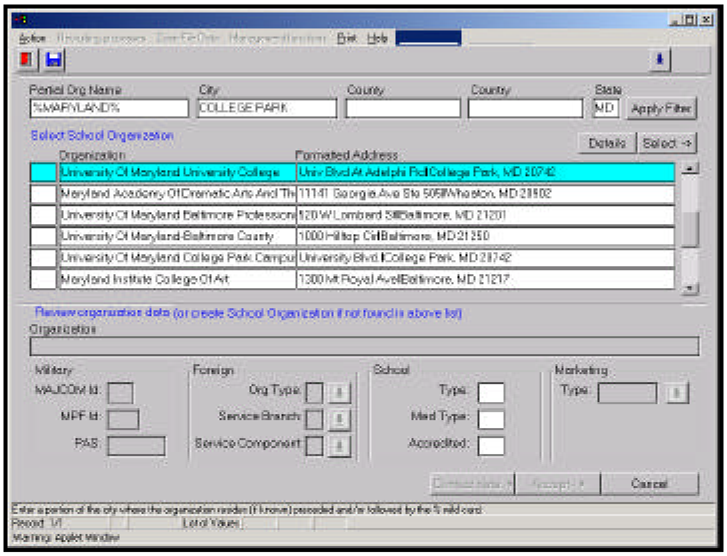


Figure 10-8, Select Organization Screen

1. Partial Org Name: The cursor will be in the Partial Org Name field. Enter the name of the school/college. You can use the wildcard **%** to search for like names; e.g., %Maryland%. Data is not required to perform the query. Press the <**Tab**> key to move the cursor to the next field.

2. City: *(Optional)* Enter the city where the school/college is located. Again, use the wildcard; e.g., College Park, College%, %Park%. Press the <**Tab**> key to move the cursor to the next field.

3. County: *(Optional)* Enter the county where the school/college is located. Use wildcards. Press the <**Tab**> key to move the cursor to the next field.

4. Country: *(Optional)* Enter the country where the school/college is located. Use wildcards. Press the <**Tab**> key to move the cursor to the next field.

5. State: *(Optional)* Enter the two-letter state abbreviation where the school/college is located; e.g., MD.

6. “Apply Filter” button: Click this button to execute a query based on the information you provided. You can use any combination of information to perform the query. The more information entered, the better the chance of the school/college being found in the database and the less time it will take for AFRISS to perform the query.

7. You may now do one of two things: Click (highlight) one of the organizations the query retrieved, then click the “Select” button or request the Help Desk creates a new school/college.

8. Once you enter or make your selection, click the “Select” button to return to the *Education History Screen*.

9. Repeat Steps 1-7 to add additional schools for the particular degree.

10. Yrs Att: Enter the number of years the applicant attended the particular college/university; e.g., 4.

11. Formatted Address: Automatically displays after school/college is selected.

School Attendance Information Block

12. Graduated: Click the LOV to the left of the Graduated field to select your response; e.g., Y (Yes).

13. Start Date: Enter the date in the DD MMM YYYY format; otherwise, click the LOV to the left of the Start Date field to select the date; e.g., 14 Aug 1997.

14. End Date: Enter the date in the DD MMM YYYY format; otherwise, click the LOV to the left of the End Date field to select the date; e.g., 20 May 2001. **NOTE:** If the applicant is still attending the school/college, leave the field blank.

15. References: Optional. Click the LOV to navigate to the *Organization Reference Screen*. **NOTE:** The educational reference for the applicant is required before the security clearance is submitted.

16. Major: If you want to change the major for the particular college/university, click the LOV to the left of the Major field to select your response.

17. Minor: Optional. If you want to change the minor for the particular college/university, click the LOV to the left of the Minor field to select your response.

Credit Summary (OA Programs Only) Block

18. Area: Click the drop-down menu button to select the area of study; e.g., All. Ensure you enter the Hours and Quality Points (see Steps 19 and 20) for each area you select, and then click the "Save" button. **NOTE:** To enter additional qualifying areas; e.g., Math, click your cursor below the last entry, and then click the "Add Row" (green plus sign on the main toolbar) button. Once again, click the drop-down menu button in the Area field to make another selection, follow Step 19 (ensure you only enter the number of hours pertaining to that area) and Step 20, and then click the "Save" button.

19. Hours: Enter the number of semester hours; e.g., 120. **NOTE:** Quarter hours must be converted to semester hours (you are limited to seven characters). If Pass/Fail courses, and therefore are no hours or quality transcript points, then enter "0". This will not affect the cumulative GPA.

20. Quality Points: Enter the number of quality points; e.g., 360. **NOTE:** The number must be between 0 and 999.999; however, you are limited to seven characters.
IMPORTANT: ONCE YOU COMPLETE THE INFORMATION, CLICK THE "SAVE" BUTTON.

21. GPA: Automatically populates.

22. Cumulative GPA (Undergraduate, Graduate, or Post Graduate): These fields do not populate until all information entered in the Credit Summary (OA Program Only) Block is complete. **NOTE:** This field may or may not update after all information on the record is complete. If it does not calculate, you must re-query. Once the GPA is calculated, the AF Forms 56 and 1020 will populate.

23. Click the "Save" button, and then click the "Exit" button to return to the *PIR Education Questions* (Questions 2&3).

24. Following Question #3, a pop-up window displays "At Last Question."

25. Click the "OK" button.

26. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

10.7 PIR Prior Service Questions

Purpose: Allows you to answer a prior service, Reserve Officer Training Corps (ROTC), Junior Reserve Officer Training Corps and Civil Air Patrol question.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *PIR Prior Service Questions*.

NOTE: This interview contains two questions.

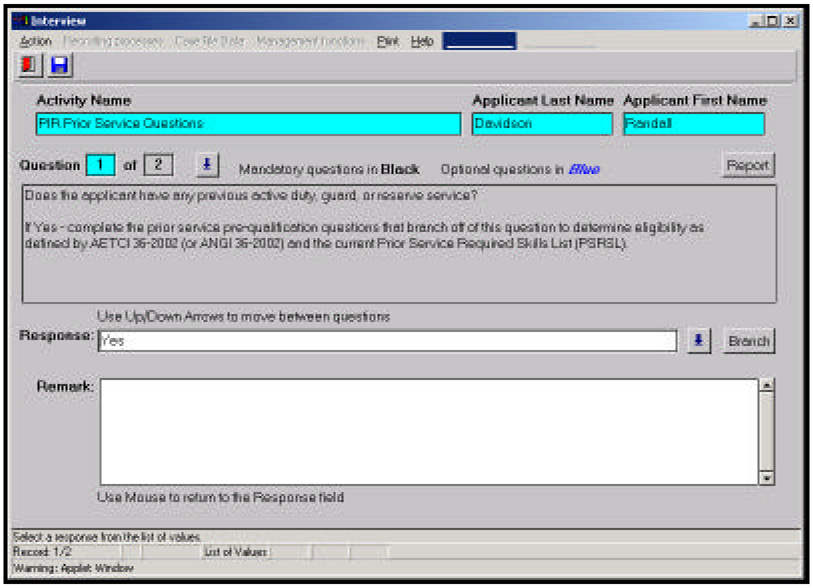


Figure 10-9, PIR Prior Service Questions

2. Question #1, enter <**Y**> (Yes) or <**N**> (No); otherwise, click the LOV to select your response. If your response is <**N**> (No), skip to Step # 3. If your response is <**Y**> (Yes), press the <**Tab**> key to navigate to the *Prior Service Pre-Qualification Questions.*

IMPORTANT: USE THE <TAB> KEY TO NAVIGATE AFTER EACH RESPONSE. THE INTERVIEW WILL BRANCH TO THE RESPECTIVE SUB-INTERVIEW OR SUB-QUESTIONNAIRE.
NOTE: There are 15 questions contained in this interview.

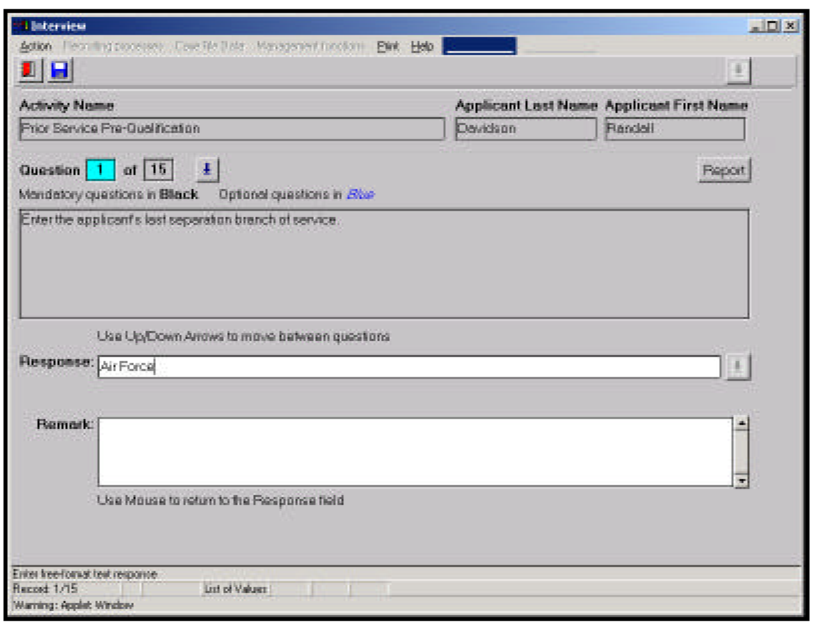


Figure 10-10, Prior Service Pre-Qualification

3. Once you have entered all responses, click the "Save" button, and then click the "Exit" button to return to the *PIR Prior Service Questions* (Question #2).

4. Question #2: Click the LOV to select a response.

5. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

10.8 MEPCOM 714A

Purpose: The MEPCOM 714A workflow is designed to gather information on the lead's current insurance provider.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *MEPCOM 714A Interview*

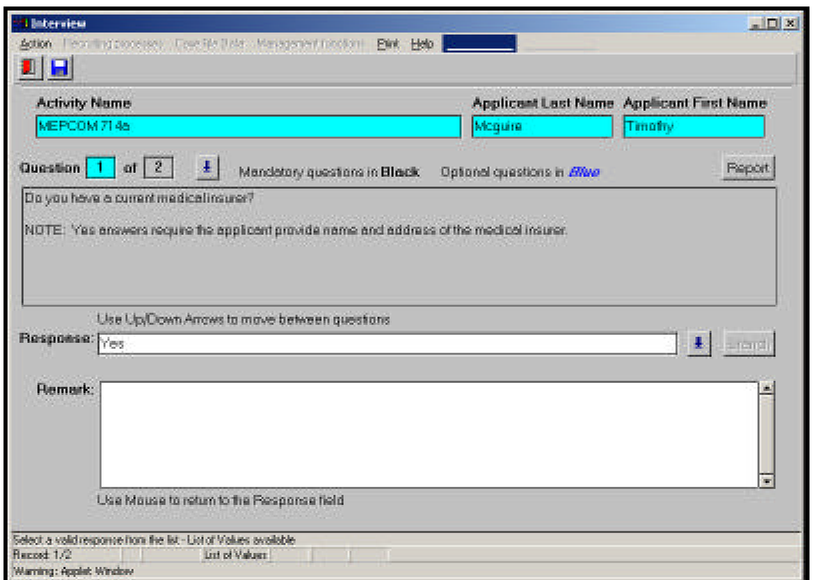


Figure 10-11, MEPCOM 714a

NOTE: This interview contains two questions.

2. Click the LOV to select your response. For Question #1, if your response is "No," press the <**Tab**> key to navigate to Question #2. If the response is <**Y**> (Yes), press the <**Tab**> key.

3. Pressing the <**Tab**> key will display the *Sub Medical Insurer Interview*.

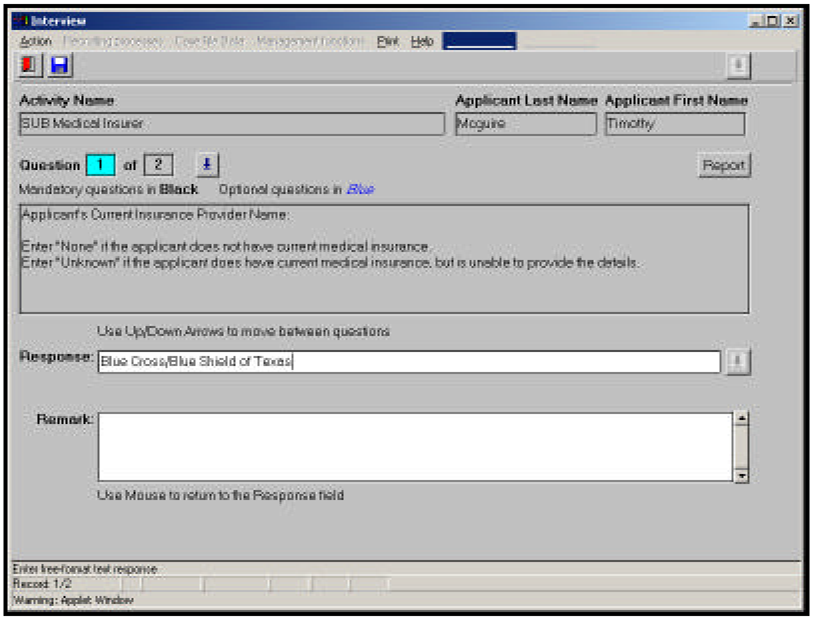


Figure 10-12, SUB Medical Insurer

NOTE: There are two questions in this interview.

4. Click the "Save" button, and then click the "Exit" button to return the *MEPCOM 714a Interview* (Question #2).

5. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen.*

10.9 Medical Prescreening Interview (Parts 1–3)

Purpose: Answer all medical prescreening questions.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display *Medical Prescreening Part 1*. After completing Part 1, do the same for Parts 2 and 3.

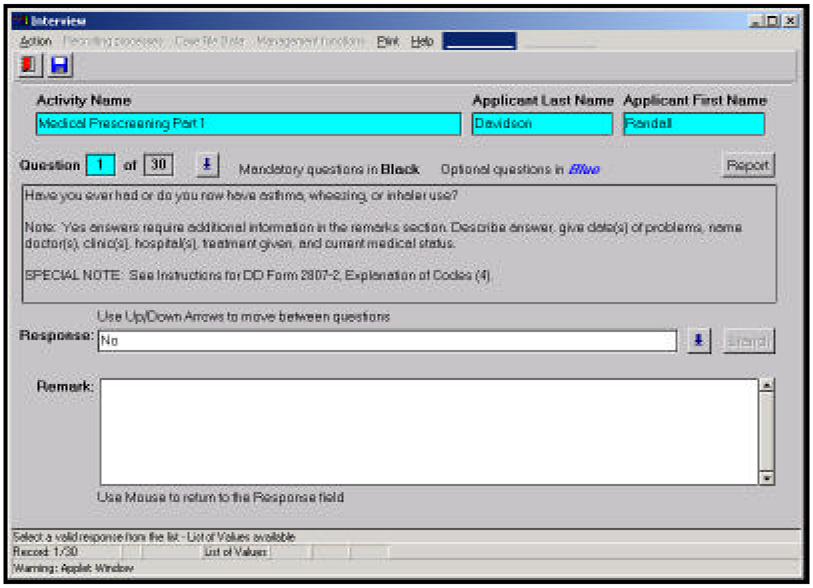


Figure 10-13, Medical Prescreening

2. Parts 1 and 2 consist of 30 questions each.

Enter <**Y**> (Yes) or <**N**> (No); otherwise, click the LOV to select your response. Any <**Y**>(Yes) response requires additional information in the Remark field. Describe answer; give date(s) of problems; name of doctor(s), clinic(s), hospital(s); treatment given; and current medical status. Click the "Save" button and then click the "Exit" button to navigate to Part 2. Follow the same process in Part 2 to navigate to Part 3.

3. Part 3 consists of 33 questions.

Enter <**Y**> (Yes) or <**N**> (No); otherwise, click the LOV to select your response. Any <**Y**>(Yes) response requires additional information in the Remark field. Describe answer; give date(s) of problems; name of doctor(s), clinic(s), hospital(s); treatment given; and current medical status. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

10.10 PIR Law Violation Questions

Purpose: Allows you to document information concerning civil court involvement and law violations.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *PIR Law Violation Questions*.

NOTE: Any <**Y**> (Yes) responses to civil court involvement or law violations require additional information.

NOTE: This interview contains two questions.

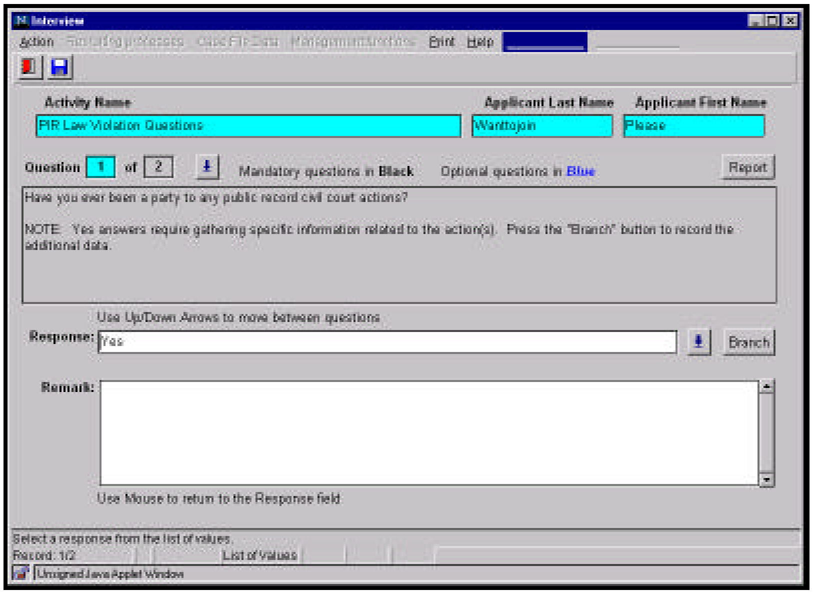


Figure 10-14, PIR Law Violation Interview

2. Enter <**Y**> (Yes) or <**N**> (No); otherwise, click the LOV to select a response. A civil court action would be where both the plaintiff and defendant is an individual or corporation. Additionally, there is no government; city, state, federal, etc., involvement in the case and the outcome in the case is not punitive in nature. If <**N**> (No), press the <**Tab**> key to navigate to the next question (Step #10). If the response is <**Y**> (Yes), press the <**Tab**> key to display the *Financial and Civil Courts Action Screen*.

IMPORTANT: PRESSING THE <TAB> KEY AFTER EACH RESPONSE WILL BRANCH THE INTERVIEW TO THE RESPECTIVE SUB-INTERVIEW OR SUB-QUESTIONNAIRE.

10.10.1 Financial and Civil Court Actions Screen

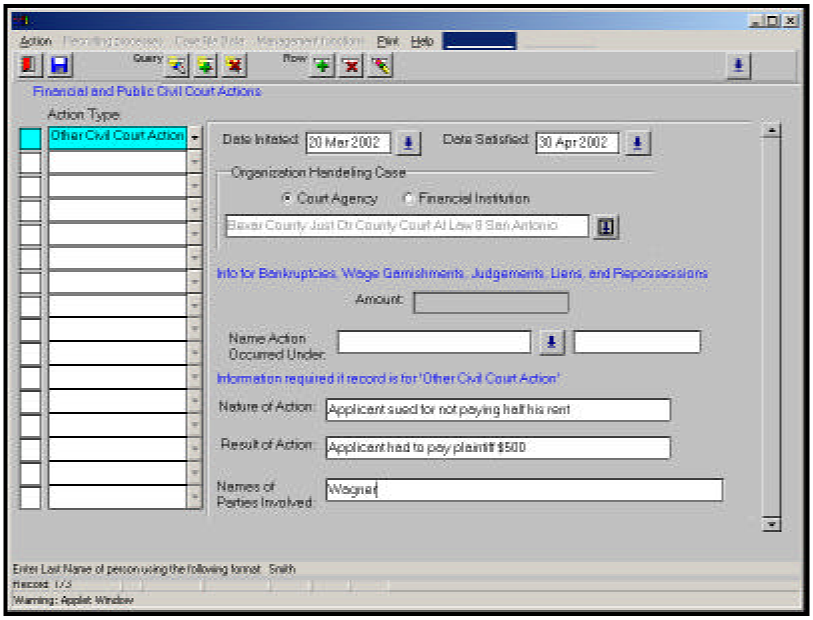


Figure 10-15, Financial and Civil Court Actions Screen

Parts of the Screen and Steps to Follow:

Financial and Public Civil Court Action Block

1. Action Type: Click the drop-down menu button to select the action type. The only choice you should make is “Other Civil Court Actions.” The others are addressed when you collect the financial data on the applicant, if needed.

2. Date Initiated: Enter the date the action was initiated in the DD MMM YYYY format; otherwise, select the date from the LOV (AFRISS calendar).

3. Date Satisfied: Enter the date the action was satisfied in the DD MMM YYYY format; otherwise, select the date from the LOV (AFRISS calendar). If the action is still open, leave blank.

4. Organization Handling Case: Click the appropriate radio button to select the organization type; e.g., Court Agency or Financial Institution. Then click the “Select Organization” button. (See Selecting an Organization 10.6.1)

Info for Bankruptcies, Wage Garnishments, Judgments, Liens, and Repossessions Block

NOTE: This information is not required for “Other Civil Court Actions.”

5. Amount: Enter the amount (without commas or dollar sign); e.g., 3000.

6. <u>Name Action Occurred Under</u>: Click the LOV to select your response, and then click the "OK" button.

Information required if Record is for 'Other Civil Court Action' Block

7. <u>Nature of Action</u>: Enter the nature of the action; e.g., applicant sued for not paying his half of the rent, etc.

8. <u>Results of Action</u>: Enter the outcome of the action; e.g., applicant had to pay the plaintiff $500.

9. <u>Names of Parties Involved</u>: Enter the names of the people and/or companies involved in the action. Once you enter the information, click the "Save" button, and then click the "Exit" button to return to the *PIR Law Violations Interview* (Question #2.)

10. Question #2: Enter <**Y**> (Yes) or <**N**> (No). If <**N**> (No), click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*. If the response is <**Y**> (Yes), press the <**Tab**> key to display the *Law Violations Screen*.

10.10.2 Law Violations Screen

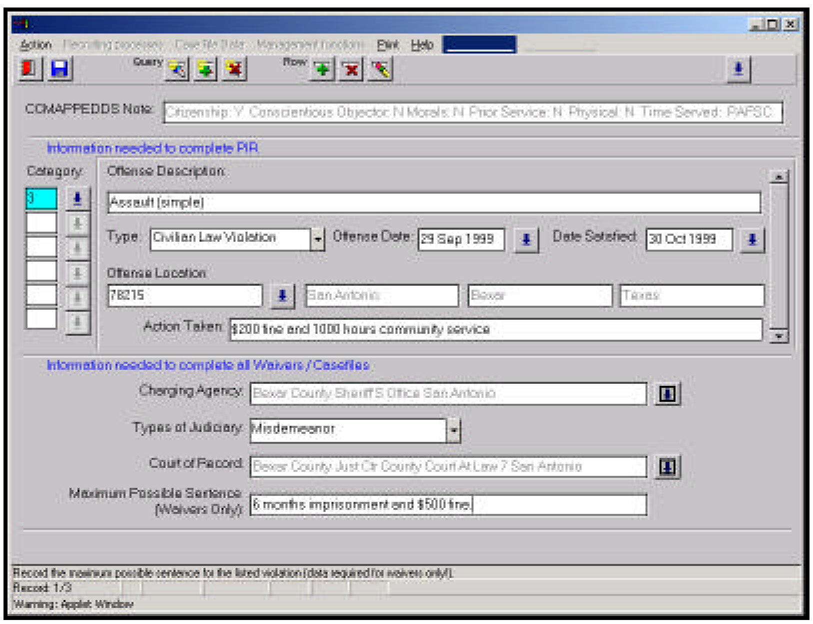


Figure 10-16, Law Violations Screen

Parts of the Screen and Steps to Follow:

1. CCMAPPEDDS Note: *View Only*. Displays the comments made when the Pre-qualification Interview was completed to remind you of any law violations the applicant indicated when the Pre-qualification Interview was accomplished.

Information Needed to Complete PIR Block

Since this is the only information required to complete the PIR, only this part of the screen is discussed in the PIR Workflow.

2. Category: Click the LOV to select the specific law violation, and then click the "OK" button.

3. Offense Description: Displays the specific information from the selected offense from the LOV. If you choose the "Other" law violation, you must enter the Offense Description for the specific law violation for which the applicant indicated.

4. Type: Click the drop-down menu button to select what type of law violation with which the applicant was charged; e.g., Civilian Law Violation.

5. Offense Date: Enter the date the applicant was charged with the offense in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar).

6. Date Satisfied: Enter the date the applicant took care of the charge in the DD MMM YYYY format; e.g., the date the suspension ended, the date community service was completed, the date the fine was paid, the date probation ended, etc. **NOTE:** Leave blank if the violation has not been satisfied and is still open.

7. Offense Location: Enter the city or Zip Code where law violation occurred and then press the <**Tab**> key (takes a few seconds). Then select the specific Zip Code and city from the LOV.

8. Action Taken: Enter what had or has to be done to satisfy the law violation; e.g., Paid $200 Fine and 1000 hours of Community Service.

Information Needed to Complete All Waivers/Casefiles Block

9. Charging Agency: *(Mandatory)* Click the "Select Organization" button to navigate to the *Select Organization Screen*.

10. Types of Judiciary: *(Optional)* Click the drop-down menu button to make your selection; e.g., Misdemeanor.

11. Court of Record: *(Mandatory)* Click the "Select Organization" button to navigate to the *Select Organization Screen*. **NOTE:** This must be filled out for every violation.

12. Maximum Possible Sentence (Waivers Only): Enter the maximum possible sentence; e.g., Six Months Imprisonment and $500 Fine.

13. Once this information is entered, click the "Save" button, and then click the "Exit" button to return to the *PIR Law Violation Interview*. A pop-up message displays "At Last Question." Click the "OK" button. Then click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

10.11 PIR Drug Question

Purpose: Allows you to collect information on the applicant's illegal drug use.

NOTE: This interview contains one question.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *PIR Drug Question.*

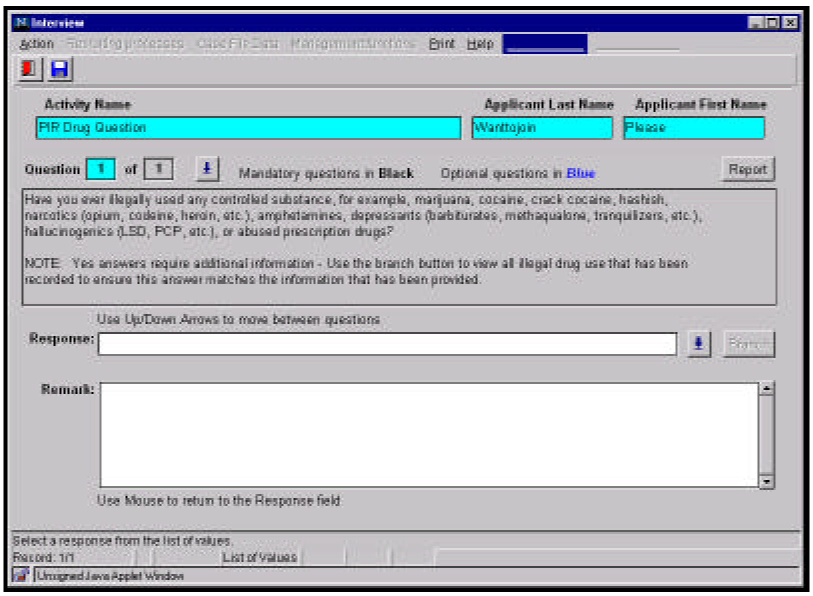


Figure 10-17, PIR Drug Interview

2. Enter <**Y**> (Yes) or <**N**> (No). If <**N**> (No), click the "Save" button and the click the "Exit" button to return to the *Workflow Select Screen*. If the response is <**Y**> (Yes), press the <**Tab**> key to display the *Drug Use Screen* to indicate the applicant's involvement with illegal drugs.

IMPORTANT: USE THE <TAB> KEY AFTER EACH RESPONSE TO NAVIGATE THE INTERVIEW. RESPECTIVE SUB-INTERVIEWS OR SUB-QUESTIONNAIRES WILL DISPLAY AS REQUIRED.

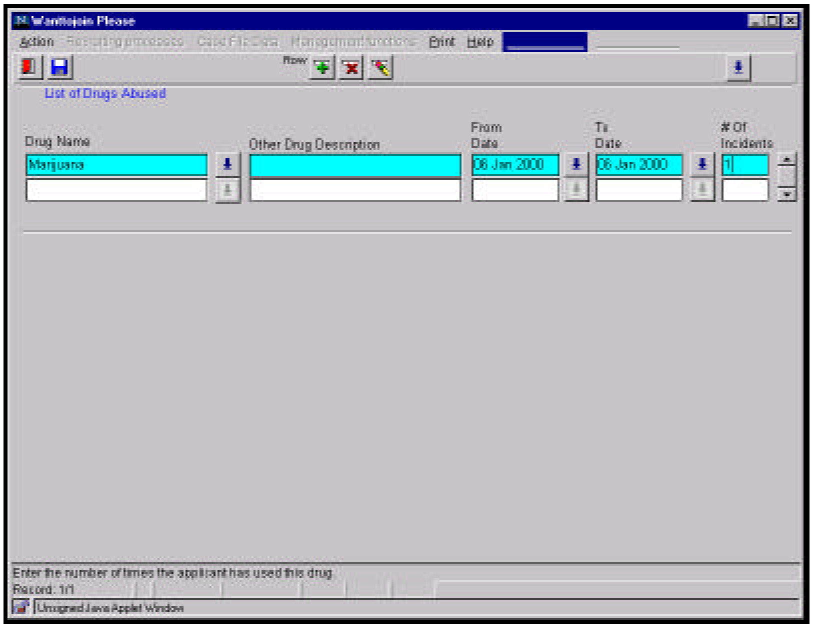


Figure 10-18, Drug Use Screen

Parts of the Screen and Steps to Follow:

List of Drugs Abused Block

3. Drug Name: Enter the name of the drug and press the <**Tab**> key; otherwise, click the LOV to select the drug name.

4. Other Drug Description: If you enter "Other" in the Drug Name field, you must describe the drug specifically.

5. From Date: Enter the first time the applicant used the selected drug in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar).

6. To Date: Enter the last time the applicant used the drug in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar).

7. # of Incidents: Enter the number of times the applicant used the selected drug.

8. Once the information is entered, click the "Save" button and then click the "Exit" button. When a pop-up message displays "At Last Question," click the "OK" button.

9. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

10.12 Verify and Suspense Documents

Purpose: Allows you to record the types of documents used to validate the applicant's SSAN, Name, Citizenship, Place of Birth and Education.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Verify and Suspense Documents Screen*.

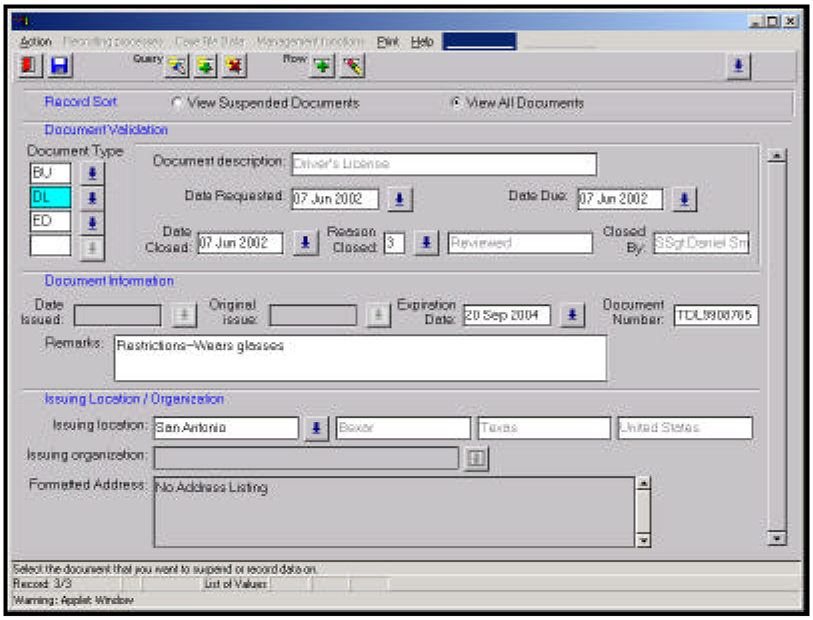


Figure 10-19, Verify and Suspense Documents Screen

Parts of the Screen and Steps to Follow:

Record Sort Block

This block contains two radio buttons you can select to filter what documents are displayed: "View Suspended Documents" or "View All Documents."

2. View Suspended Documents: Click this radio button to display open documents.

3. View All Documents: Click this radio button to display all documents.

Document Validation Block

4. Document Type: Click the LOV to select a document type; e.g., Driver's License.

5. Document Description: Displays the name of the document verified or suspended.

6. Date Requested: Displays the date the verification or suspension was entered into AFRISS.

7. Date Due: Enter the date the document is suspended in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar).

8. Date Closed: Enter the date the document was verified in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar).

9. Reason Closed: Enter the reason closed; e.g., 3 (Reviewed). Otherwise, click the LOV to select the reason.

10. Closed By: Displays the name of the user who closed the document suspense.

Document Information Block

The fields in this block are white if the information is required for the selected document.

11. Date Issued: Enter the date the document was issued to the applicant in the DD MMM YYYY format; e.g., 07 Jun 1999.

12. Original Issue: Enter the date of original issue in the DD MMM YYYY format; e.g., 12 Jun 1997.

13. Expiration Date: Enter the date the document expires in the DD MMM YYYY format; e.g., 20 Sep 2004.

14. Document Number: Enter the document number on the document; e.g., TDL9908765.

15. Remarks: Enter any remarks.

Issuing Location/Organization Block

The fields in this block are white if the information is required for the selected document.

16. Issuing Location: Enter the Zip Code or city of the location the document was issued to the applicant.

17. Issuing Organization: Click the button to the right of the field to navigate to the *Select Organization Screen*; e.g., a high school where the applicant received a high school diploma.

18. Formatted Address: Displays the address of the issuing organization.

19. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen.*

10.13 OA Briefings/Films/Handouts

Purpose: Allows you to validate the applicant was briefed on the Privacy Act, Sexual Harassment Policy and the Voter Registration Act. Additionally it allows you to validate the applicant viewed the OTS/Commissioned Officer Training films.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *OA Briefings/Films/Handouts Interview*.

NOTE: This interview contains four questions.

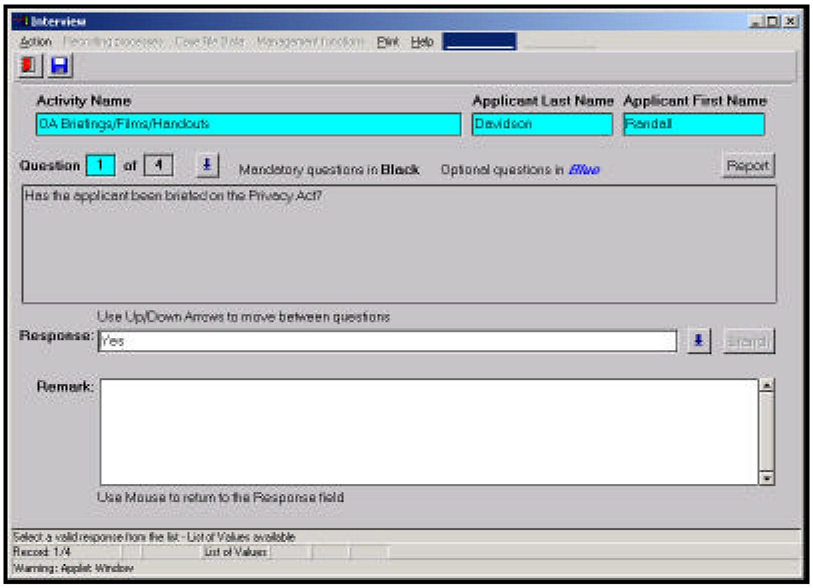


Figure 10-20, OA Briefings/Films/Handouts Interview

2. Questions #1, #2, and #4: Enter <**Y**> (Yes) or <**N**> (No); otherwise, click the LOV to select a response.

3. Question #3: Enter <**Y**> (Yes) or <**N**> (No). If <**N**> (No), press the <**Tab**> key to navigate to the next question. If the response is <**Y**> (Yes), press the <**Tab**> key to display the *SUB Motor Voter Interview*

10.13.1 SUB Motor Voter Interview

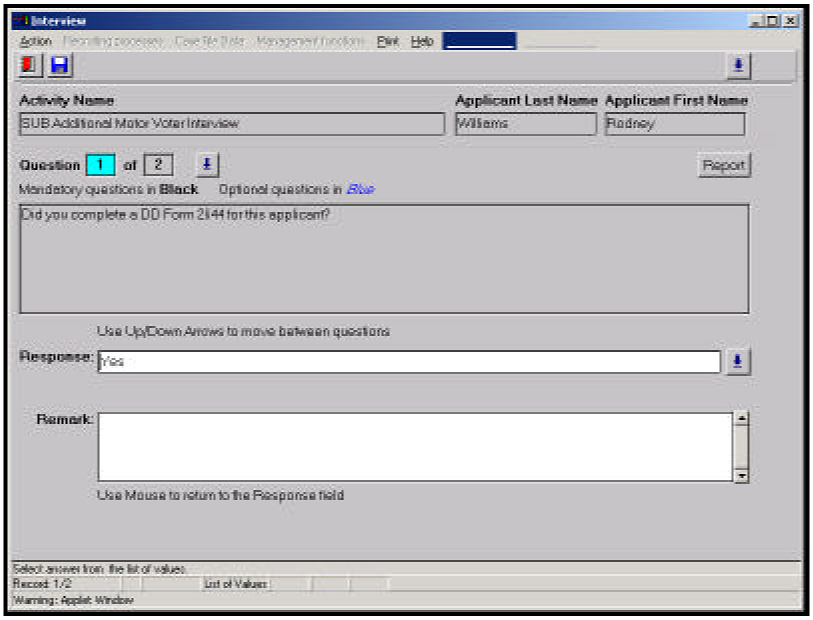


Figure 10-21, SUB Additional Motor Voter Interview

1. Click the LOV to select your responses; e.g., Yes or No.

2. Click the “Save” button, and then click the “Exit” button to return to the *OA Briefings/Films/Handouts Interview* (Question #4). Once you provide the response to Question #4, click the Save” button, and then click the “Exit” button to return to the *Workflow Select Screen*.

10.14 Designate Military Entrance Processing Station (MEPS)

Purpose: Allows you to verify the primary MEPS.

The primary MEPS is the location where all test and physical actions will take place for this applicant. Failure to correctly assign the MEPS will inhibit your ability to request any MEPS actions for this applicant.

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Designate MEPS Screen*.

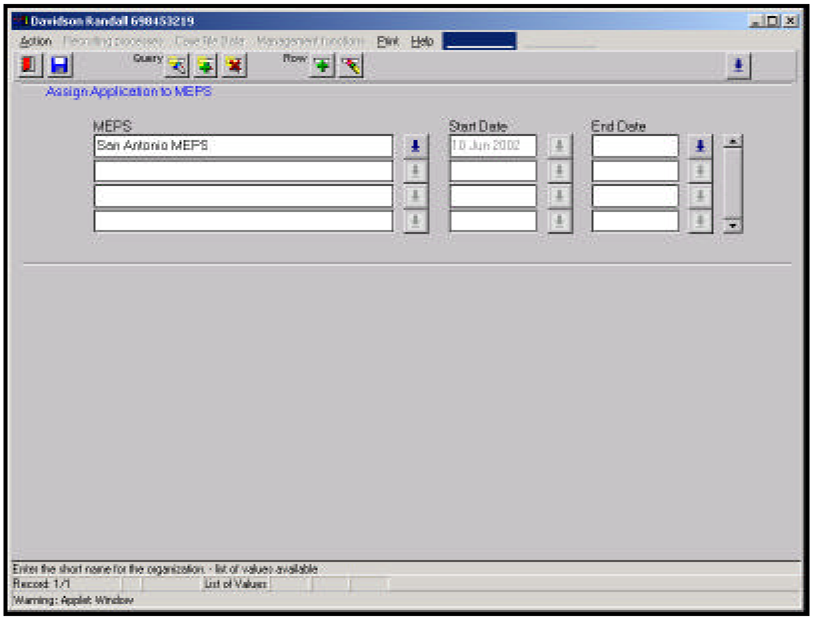


Figure 10-22, Designate MEPS

2. <u>MEPS</u>: The screen normally populates with the recruiter's primary billet. Click the LOV if you need to enter the MEPS where the applicant will be processing. Once the MEPS is selected, the field is populated.

3. <u>Start Date</u>: The start date is automatically populated with the current date the change of MEPS was entered.

4. <u>End Date</u>: The end date is entered if the MEPS location changes where the applicant will be processing.

5. Once you click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*, you are notified the workflow is complete. Click the "OK" button to acknowledge the message. You may now select another workflow to perform or navigate out of the *Workflow Select Screen*.

NOTE: Once the OTS PIR Workflow is initiated, the OA recruiter may perform Special Workflows for Waiver processing.

11.0 OTS APPLICATION WORKFLOW

Purpose: Allows you to collect more in-depth information for the completion of the application.

11.1 Citizenship

Purpose: Allows you to record the applicant's US citizenship status. Additionally, it allows you record the citizenship status for any other country where he/she holds citizenship.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Citizenship Screen*.

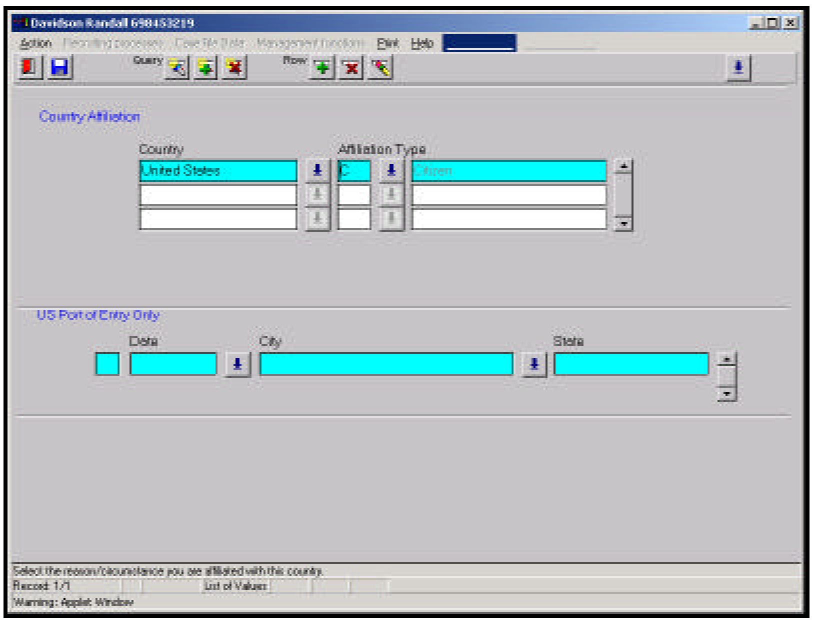


Figure 11-1, Citizenship Screen

Country Affiliation Block

2. Country: Enter the applicant's country of affiliation. Click the LOV to select another country, if applicable.

3. Affiliation Type: The cursor will be in this field when you enter this screen. Enter a valid affiliation type code of "C" for Citizen or "A" for Alien. Otherwise, click the LOV to select a valid response.

US Port of Entry Only Block

Enter the port of entry information for an applicant who is an Alien of the US.

4. Date: Enter the date the applicant entered the US in the DD MMM YYYY format. Otherwise, click the LOV to select the date (AFRISS calendar).

5. City: Enter the city where the applicant entered the US; otherwise, click the LOV to select the city. Once the information is collected, you may click the "Save" button, and then click the "Exit" button.

6. State: Automatically generates.

11.2 Name Use History

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Name Use History Screen*.

2. Record/verify the entrance name and any aliases (maiden name included, if applicable) the applicant may have used. Information should have already filled in the previous PIR Workflow.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

11.3 Personal Descriptive Info

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Personal Descriptive Info Screen*.

2. Validate the applicant's Gender, DOB, Ethnic Group, Race, Religion, Eye and Hair Color. **NOTE:** Enter the Selective Service Registration Number if you have not done so.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

11.4 Address History & Contact Information

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Address History & Contact Information Screen*.

2. Review the applicant's residence history, if necessary. **NOTE:** This is the time to enter references for all residential addresses for the last seven years.

NOTE: References are required for all addresses and educational institutions. Click the "Reference" button to navigate to the *Reference Screen*. Click the "Contact Details" button to enter the address of the reference.

3. Click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen*.

11.5 Education History

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Education History Screen*.

2. Review the applicant’s education history. Document the information for a person who knew the applicant at the school (instructor or student) for schools attended in the past three years. Do not list people for education completed outside this three-year period.

3. Click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen*.

11.6 Employment History

NOTE: Civilian and Military Employment History are separate workflows in the OA program; however, all data may be documented in one workflow and doesn’t have to be reentered.

List the applicant's civilian employment activities beginning with present and working back seven years. List all full-time work, part-time work or unemployment. The entire seven-year period must be accounted for without breaks, but you need not list employment before the applicant’s 16th birthday. EXCEPTION: Show all federal civilian service whether it occurred within the last seven years or not. List the business name of the applicant’s employment or the name of a person who can verify his/her self-employment or unemployment.

Purpose: Allows you to document an applicant’s employment and unemployment history for completion of the application.

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Employment History Screen*.

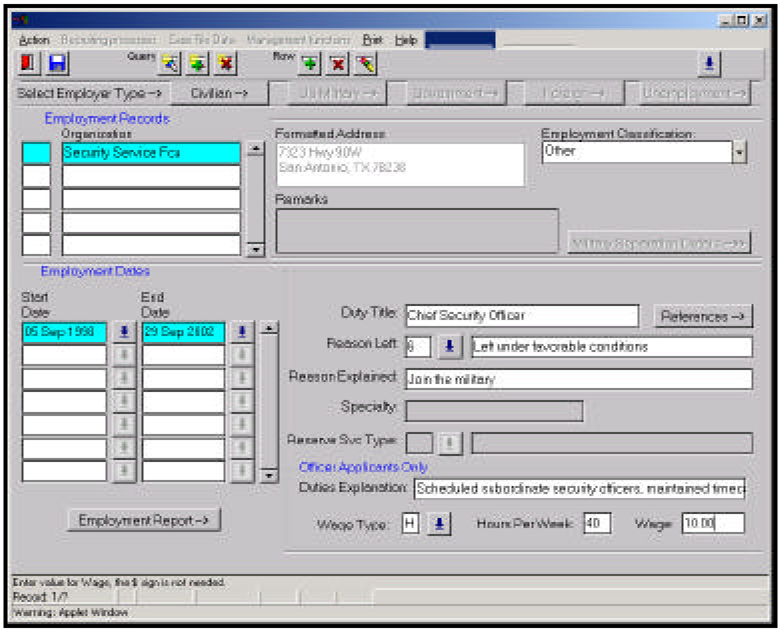


Figure 11-2, Employment Screen

2. The first step in adding an employment history record is to select the employer type. Click one of the buttons displayed in figure 11-3 appropriate for the employer being entered.

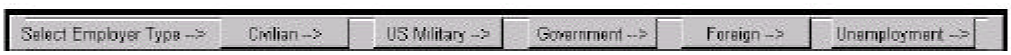


Figure 11-3, Employer Types

11.6.1 Civilian Employment

3. Click the “Civilian” button to display the *Select Organization Screen*.

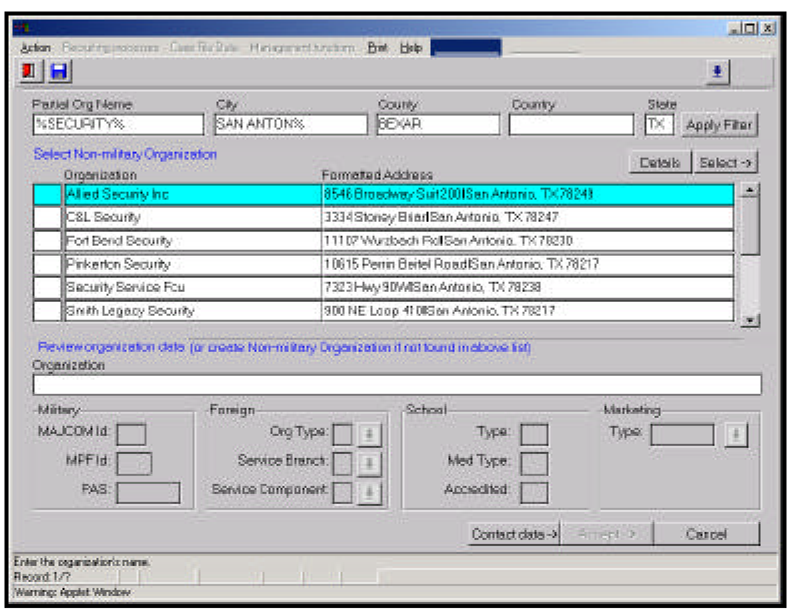


Figure 11-4, Select Organization Screen

4. Partial Org Name: The cursor will be in the Partial Org Name field. Enter the name of the employer. You can use the wildcard **%** to search for like names; e.g., %Security%. Data is not required to perform the query. Press the <**Tab**> key to move the cursor to the next field. Otherwise, click the "Apply Filter" button.

5. City: *(Optional)* Enter the city where the employer is located. Again, if necessary, use the wildcard; e.g., San Antonio, San Anton%, %Antonio%. Press the <**Tab**> key to move the cursor to the next field.

6. County: *(Optional)* Enter the county where the employer is located. Use wildcards. Press the <**Tab**> key to move the cursor to the next field.

7. Country: *(Optional)* Enter the country where the employer is located. Use wildcards. Press the <**Tab**> key to move the cursor to the next field.

8. State: *(Optional)* Enter the state where the employer is located; e.g., TX.

9. "Apply Filter" button: Click this button to execute a query based on the information you provided. You can use any combination of information to perform the query. The more information entered, the better the chance of the employer being found in the database and the less time it will take for AFRISS to perform the query.

10. You may now do one of two things: select one of the organizations the query retrieved (see section 11.6.1.1) or create a new employer organization (see section 11.6.1.2).

Select Non-Military Organization Block

11. Organization: Displays the organization name(s) from the query if found.

12. Formatted Address: Displays the organization's street address, city, state and Zip Code.

13. "Details" button: Click this button to view, and if applicable, update the organization info.

14. "Select" button: Click this button to select the highlighted organization and return to the previous screen.

11.6.1.1 Selecting an Existing Civilian Employer

1. Highlight the desired organization and click the "Select" or the "Details" button. If you select the "Details" button move to Step 26. If you click the "Select" button, you return to the *Employment History Screen* to continue documentation.

Employment Records Block

2. Organization: Automatically generates.

3. Formatted Address: Automatically generates.

4. Employment Classification: Click the LOV to select the employment classification; e.g., Self-Employment.

Employment Dates Block

5. Start Date: Enter the date in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar).

6. End Date: Enter the date the applicant's employment ended in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar). If the applicant is currently employed, leave it blank.

7. Duty Title: Enter the applicant's duty title; e.g., Chief Security Officer.

8. Reason Left: Click the LOV to select the reason the applicant left this position; e.g., Left Under Favorable Conditions.

Officer Applicants Only Block

9. Duties Explanation: Enter a description of the applicant's duties; e.g., Schedule subordinate officers.

10. Wage Type: Click the LOV to select your response; e.g., Hourly or Monthly.

11. Hours Per Week: Enter the number of hours the applicant worked (weekly).

12. Wage: Enter the applicant's hourly or monthly wage; e.g., 10.00, 1500.00. Do not include the dollar ($) sign.

13. Once you have completed all information, click the "References" button to display the *Reference Screen*.

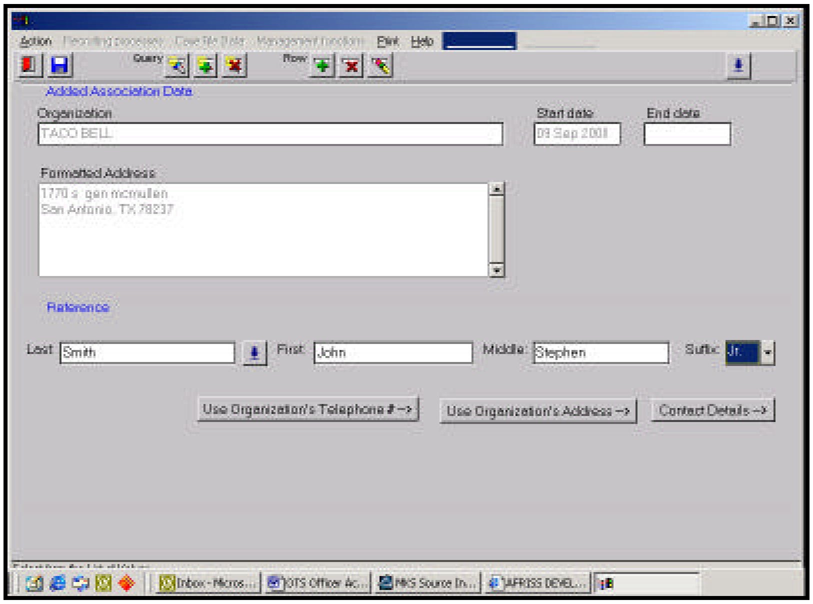


Figure 11-5, Reference Screen

Added Association Data Block *(View Only)*

14. Organization: Displays the selected employer.

15. Start Date: Displays the date the applicant's employment started.

16. End Date: Displays the date the applicant's employment ended, if applicable.

17. Formatted Address: Displays the address of the selected employer.

Reference Block

18. Last: Enter the supervisor's last name; e.g., Smith. If the last name is unknown, enter UNK.

19. First: Enter the supervisor's first name; e.g., John. If the first name is unknown, enter UNK.

20. Middle: Enter the supervisor's middle name; e.g., Stephen. If the middle name is unknown, enter UNK. If the supervisor has no middle name, enter NMN.

21. Suffix: Click the drop-down menu button to select the applicable suffix; e.g., Jr.

22. "Use Organization's Telephone" # button: If the supervisor can be contacted at the employer organization, click this button to automatically update this information.

23. "Use Organization's Address" button: If the supervisor can be contacted at the employer organization, click this button to automatically update this information.

24. <u>“Contact Details” button</u>: If the supervisor cannot be contacted at the same address and phone number as the employer organization, click this button to document the address and phone number of the reference which calls the *Contact Details Screen*.

25. Click the “Save” button, and then click the “Exit” button to return to the *Employment History Screen*.

26. From the *Select Organization Screen*, if you click the “Details” button, your selected organization appears in the <u>Organization</u> field and the address can be viewed by clicking the “Contact Data” button.

27. You then have a choice of three buttons:

- <u>“Contact Data” button</u>: Click this button to navigate to the *Contact Data Screen* (see figure 11-6) to enter the address and phone number of the organization being created. This button also navigates you to the *Contact Data Screen* to view, and if applicable, update, the contact information for the organization highlighted when the “Details” button was clicked.

- <u>“Accept” button</u>: Click this button to accept the organization displayed in the <u>Organization</u> field.

- <u>“Cancel” button</u>: Click this button to cancel any action on this screen and return to the *Employment History Screen*.

11.6.1.2 Creating a Civilian Employer

NOTE: You must be in the *Select Organization Screen* (see figure 11-4).

1. <u>Partial Org Name</u>: Enter the name of the employer and click the “Apply Filter” button. If the applicant’s employer is not included in the list on the *Select Organization Screen*, you must enter the organization.

2. Enter the employer’s name in the <u>Organization</u> field.

3. Once the name is entered, click the “Contact Data” button to navigate to the *Contact Data Screen*.

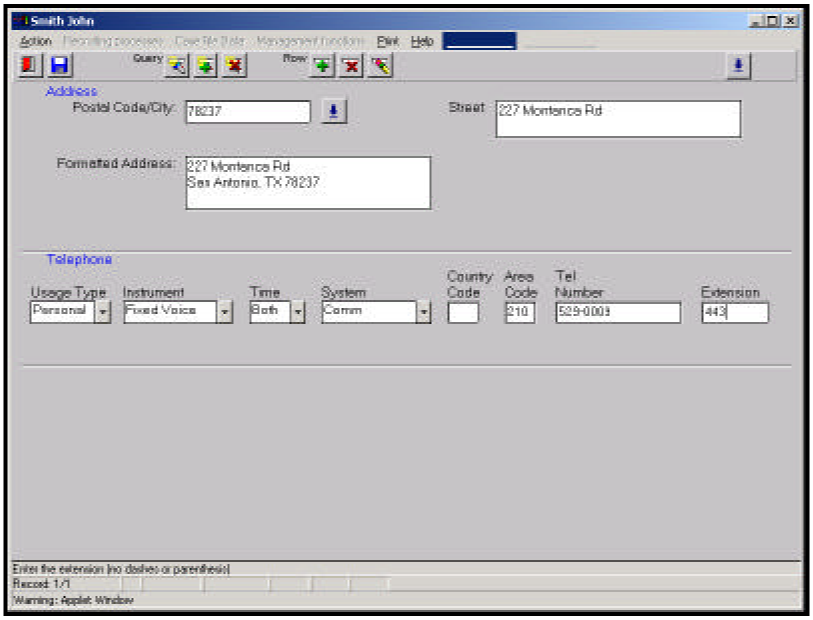


Figure 11-6, Contact Data Screen

IMPORTANT: BEFORE YOU ENTER THE CONTACT FOR THE ORGANIZATION BEING CREATED, ENSURE THE INFORMATION IS CORRECT. www.411.com IS A GOOD WAY TO VERIFY INFORMATION AN APPLICANT WAS UNABLE TO PROVIDE, SUCH AS STREET ADDRESS, TELEPHONE NUMBER, ZIP CODE, ETC.

Address Block

4. Postal Code/City: Enter the Zip Code or city where the employer is located. If the Zip Code has more than one city associated with it, you are prompted to select the applicable city. If the city entered has more than one Zip Code associated with it, you are prompted to select the applicable Zip Code.

5. Street: Enter the street address for the employer. If the information is not known, leave the field blank.

6. Directions: If the address is hard to find, provide driving directions in this field. The field is updateable at anytime, so you can use this field to enter information (if applicant is unsure of address, business closed no address info available, etc.).

7. Formatted Address: Displays the complete address for the organization.

NOTE: If a non-military organization has a formatted address with no street address displayed, you can edit the record to add the street address. Once a street address is loaded it is not updateable. Do not enter incorrect information.

Telephone Block

8. Usage Type: Click the drop-down menu button to select the usage type; e.g., Personal or Business. The default is "Business." Selecting "Business" populates the Work Address and Phone field on other screens with the work telephone number. It also displays the work number on the recruiter's daily planner.

9. Instrument Type: Click the drop-down menu button to select the type of instrument; e.g., Fixed Data. The default is "Fixed Voice."

10. Time: Click the drop-down menu button to select the best time to contact the lead at this telephone number; Night. The default is "Both."

11. System: Click the drop-down menu button to select the system type; e.g., Comm or DSN. The default is "Comm."

12. Country Code: Enter the country code, if applicable; e.g., 001.

13. Area Code: Enter the area code; e.g., 210.

14. Tel Number: Enter the telephone number for the employer; e.g., 529-0009.

15. Extension: Enter the extension for the telephone number, if applicable; e.g., 443.

16. Click the "Save" button, and then click the "Exit" button to return to the initial *Reference Screen*.

17. Once you verify the information, click the "Save" button, and then click the "Exit" button to return to the *Employment History Screen*.

18. If you want to add another employer, click the "Add Row" button (green plus) and repeat the previous steps.

19. If the applicant has held employment with the currently selected employer organization, you can record additional dates by placing the cursor in the next available Start Date field.

20. Repeat the above steps to enter additional employment records. As each employment record is created, click the applicable employer type button.

21. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

11.6.2 US Military

NOTE: If you are in the *Employment History Screen*, you must click the "Add Row" button (if the block is full) to highlight the "Select Employer Type" buttons. Otherwise, click your mouse in a blank row (Organization field).

1. Click the "US Military" button to display an LOV containing a list of military selections. Highlight your selection, and then click the "OK" button. Your selection displays in the Organization field.

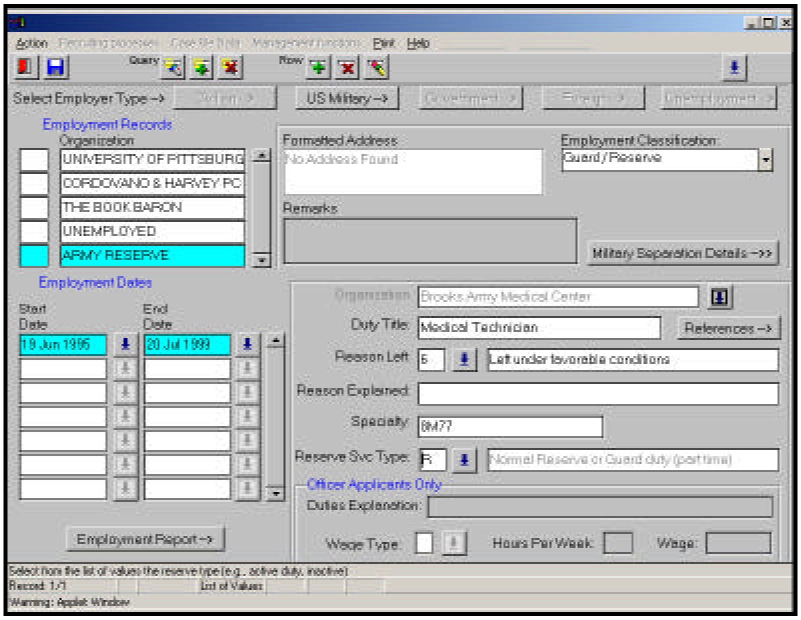


Figure 11-7, Employment History Screen (US Military)

2. Once the military organization type is selected and populates the Organization field, press the <**Tab**> key to navigate to select the employment classification.

3. Click the drop-down menu button to select the employment classification; e.g., Guard/Reserve.

4. Click the "Military Separations Details" button to navigate to the *Military Detail Screen*.

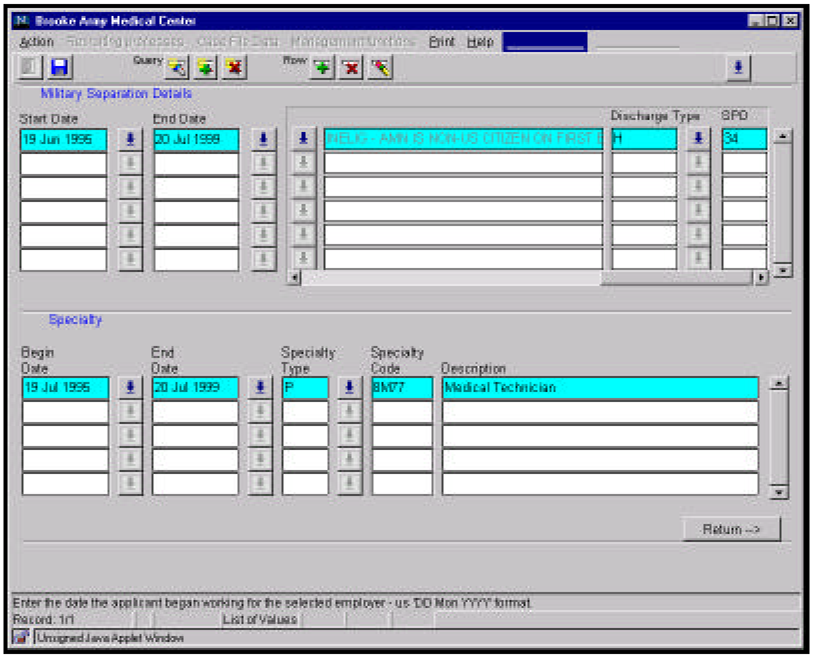


Figure 11-8, Military Separation Detail Screen

Military Separation Details Block

5. Start Date: Enter the date the applicant entered the selected branch of service in the DD MMM YYYY format. Otherwise, click the LOV to select the date (AFRISS calendar). Press the <**Tab**> key to move to the next field.

6. End Date: Enter the date the applicant separated from the select branch of military in the DD MMM YYYY format. Otherwise, click the LOV to select the date (AFRISS calendar). If the applicant is still a member of the selected branch, then leave this field blank. Press the <**Tab**> key to move to the next field.

7. Highest Grade Held this Period: Click the LOV to select the grade. Once the grade field is populated press the <**Tab**> key to navigate to the next field.

8. Date of Rank (DOR): Enter the applicant's DOR for the highest grade held in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar). Then press the <**Tab**> key to navigate to the next field, or move the Slide Bar using the right arrow on screen.

9. Interservice Reenlistment Eligibility (IRE) Code: Enter the applicable IRE Code; otherwise, click the LOV to select the code. Once the code populates the field, press the <**Tab**> key to navigate to the next field.

10. Interservice Separation Code (ISC): Enter the applicant's ISC; otherwise, click the LOV to select the code. Once the ISC populates the field, press the <**Tab**> key to navigate to the next field.

11. <u>Reenlistment Code (RE)</u>: Enter the applicable Air Force RE; otherwise, click the LOV to select the code. Once you enter the RE code, press the <**Tab**> key to navigate to the next field.

12. <u>Discharge Type</u>: Click the LOV to select the type of discharge; e.g., Honorable. Once you select the Discharge Type, press the <**Tab**> key to move to the Separation Program Designator (SPD) field.

13. <u>SPD</u>: Enter the SPD if known; then press the <**Tab**> key to move to the next field.

Specialty Block

14. <u>Begin Date</u>: Enter the date the applicant was awarded the specialty in the DD MMM YYYY format. Otherwise, click the LOV to select the date (AFRISS calendar). Press the <**Tab**> key to move to the next field.

15. <u>End Date</u>: Enter the date the applicant no longer was active in the current specialty in the DD MMM YYYY format. Otherwise, click the LOV to select the date (AFRISS calendar). Press the <**Tab**> key to move to the next field.

16. <u>Specialty Type</u>: Click the LOV to select the appropriate specialty type: e.g., Primary. Once you enter or select the specialty type, press the <**Tab**> key to move to the next field.

17. <u>Specialty Code</u>: Enter the applicant's AFSC, MOS or Rate (naval job specialty) depending on what branch the applicant served; e.g., 2S151, 11B10, 43W, 3829. Once you enter the information press the <**Tab**> key to move to the next field.

18. <u>Specialty Description</u>: Enter the specialty title; e.g., Medical. Once this field is populated, click the "Save" button on the toolbar, and then click the "Return" button to return to the *Employment History Screen*.

Employment Dates Block

19. <u>Start Date</u>: Enter the date the applicant started working at the selected organization in the DD MMM YYYY format. Otherwise, click the LOV to select the date (AFRISS calendar). Press the <**Tab**> key to move to the next field.

20. <u>End Date</u>: Enter the date the applicant's employment with the selected employer was terminated in the DD MMM YYYY format. Otherwise, click the LOV to select the date (AFRISS calendar). If the applicant is still employed with the selected employer, leave the field blank. Press the <**Tab**> key to move the cursor to the "Select Organization" button next to the <u>Organization</u> field. Click this button to navigate to the *Select Organization Screen*.

11.6.2.1 Creating a Military Organization

If the applicant's military organization is not included in the list on the *Select Organization Screen*, you must enter the organization.

1. Partial Org Name: Enter the name of the military unit; e.g., 361st and click the "Apply Filter" button.

2. Enter the organization name in the Organization field.

Military Block

3. Major Command (MAJCOM) Id**:** Enter the MAJCOM code for the organization being created.

4. Military Personnel Flight (MPF) Id**:** Enter the MPF code for the organization being created.

5. Personnel Accounting System (PAS): Enter the PAS code for the organization being created.

6. Click the "Contact Data" button to navigate to the *Contact Data Screen*.

7. Once you enter the information in the *Contact Data Screen*, click the "Return" button to return to the *Select Organization Screen*. Click the "Accept" button to return to the *Employment History Screen*.

8. Duty Title: Enter the applicant's military duty title; e.g., Military Training Leader.

9. Reason Left: Click the LOV to select the reason; e.g., Left Under Favorable Conditions.

10. Specialty: Enter the applicant's specialty for the particular time period in the branch of military; e.g., Training. Once you enter the specialty, press the <**Tab**> key to navigate to the next field.

11. Reserve Svc Type: Click the LOV to select the appropriate response; e.g., Normal Reserve or Guard (part time).

12. Once you have selected the Reserve Svc Type and the field is populated, click the "Reference" button to navigate to the *Reference Screen* (see figure 11-5).

13. Once all information has been entered, click the "Save" button, and then click the "Exit" button to return to the *Employment History Screen*.

14. If the applicant has held employment with the currently selected branch, you may record additional dates by placing the cursor in the next available Start Date field. An example of an employment record with multiple employment dates is shown in figure 11-9 below.

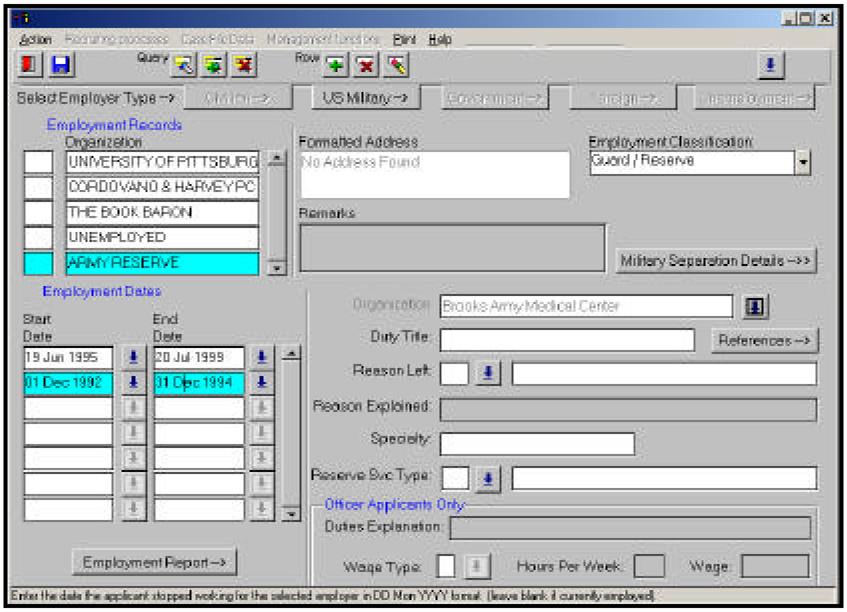


Figure 11-9, Employment History Screen (Multiple Employment Dates)

11.6.3 Government Employment

Examples of Government Employment would be US Forestry Service, US Postal Service, Alabama Department of Transportation, etc.

11.6.3.1 Creating a Government Organization

1. Click the "Government" button to display the *Select Organization Screen*.

2. Partial Org Name: Enter the name of the military unit; e.g., White House, and click the "Apply Filter" button.

3. Enter the agency name in the Organization field, click the "Contact Data "button to navigate to the *Contact Data Screen* (see figure 11-6).

NOTE: Employment Classification has three choices: Other Federal, State Government or Federal Contractor

IMPORTANT: REFER TO SECTIONS 11.6.1.1 AND 11.6.1.2 FOR COMPLETION INSTRUCTIONS.

11.6.4 Select Employer Type: (Foreign)

1. Click the "Foreign" button to navigate to the *Select Organization Screen* (see figure 11-4).

11.6.4.1 Creating a Foreign Organization

2. Partial Org Name: Enter the name of the military unit; e.g., Foreign Legion, and then click the "Apply Filter" button.

3. Enter the organization name in the Organization field.

4. Once you enter the name, press the <**Tab**> key to move the cursor to the Org Type field in the **Foreign Block**.

5. Org Type: Click the LOV to select the type of organization; e.g., Military.

6. Service Branch: If the Org Type is military, click the LOV to select the Foreign Service branch; e.g., Army.

7. Service Component: If the Org Type is military, click the LOV to select the service component; e.g., Guard.

8. Once the **Foreign Block** is completed and the required information entered, click the "Contact Data" button to navigate to the *Contact Details Screen* (see figure 11-6).

NOTE: If a non-military organization has a formatted address with no street address displayed, you can edit the record to add the street address. Once a street address is loaded, it cannot be updated. Do not enter bad information, partial street addresses, unknown, etc.

9. Once you enter the information, click the "Save" button on the toolbar, and then click the "Return" button to navigate back to the *Select Organization Screen*. Click the "Accept" button to return to the *Employment History Screen*. Click the drop-down menu button to select the employment.

10. Employment Classification: Click the LOV to select the employment classification; e.g., Other. Press the <**Tab**> key to navigate to the Remarks field.

11. Remarks: Enter any applicable remarks.

IMPORTANT: REFER TO SECTIONS 11.6.1.1 AND 11.6.1.2 FOR COMPLETION INSTRUCTIONS.

12. Once you enter the information, press the <**Tab**> key to navigate to the **Officer Applicants Only Block**. Click the "Reference" button to navigate to the *Reference Screen* (see figure 11-5).

11.6.5 Unemployment

1. If the Organization field is full, click the "Add Row" (green plus sign) button.

2. Click the "Unemployment" button to populate "Unemployment" in the Organization field. **NOTE**: Unemployment may only be entered once in the Organization field. Show all periods of unemployment in the Start Date and End Date fields.

3. Employment Classification: Click the drop-down menu button to select "Unemployment". Press the <**Tab**> key to move the cursor to the Start Date field.

4. Enter **ALL** periods of unemployment by placing the cursor in the next available Start Date field.

5. Click the "Reference" button to navigate to the *Reference Screen* (see figure 11-5).

6. Once all information is entered, click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*. **NOTE:** Another *Employment History Workflow* will display; however, you may click the "Run Screen" button to verify the previous information entered in the last workflow or click the "Forward" button to navigate to the *Law Violations History Workflow*.

11.7 Law Violations History

1. From the *Workflow Select Screen,* click the "Run Screen" button to display the *Law Violations Screen* (see section 10.10.2).

2. Ensure all civilian and military law violations have required data. Review it to validate information previously entered in the PIR or to add additional violations.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen.*

11.8 Drug Abuse History

1. From the *Workflow Select Screen,* click the "Run Screen" button to display *the Drug Use History Screen.*

2. Ensure all illegal drug use is recorded. Review it to validate information previously entered regarding drug use.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

11.9 OTS Job Program Interview

Purpose: Allows you to enter the applicant's availability dates, authorized pay grade and reason, and pre-approach remarks.

1. Click the "Run Screen" button to navigate to the *OTS Job Program Interview Screen*.

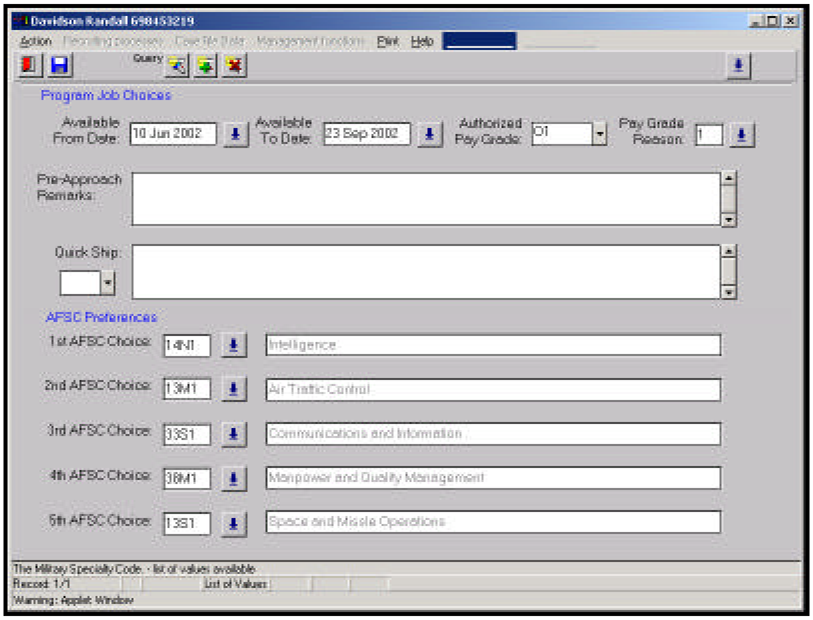


Figure 11-10, OTS Job Program Interview Screen

Parts of the Screen and Steps to Follow:

Program Job Choices

2. Available From Date: Enter the earliest date the applicant is available to leave for OTS in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar).

3. Available To Date: Enter the latest date the applicant wants to leave for OTS in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar).

4. Authorized Pay Grade: Click the drop-down menu button to select the authorized pay grade for applicant's entry into the Air Force; e.g., O1, O1E.

5. Pay Grade Reason: Click the LOV to select the reason the applicant is authorized to enter the Air Force at the particular pay grade.

6. Pre-Approach Remarks: Enter information that would assist others with job selection information.

7. Quick Ship: Not Applicable.

AFSC Preferences

8. Click the LOV to select five AFSC choices.

9. Click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen.*

11.10 AF 56 Interview

NOTE: This interview contains 15 questions.

Purpose: Allows you to gather information for an OTS application.

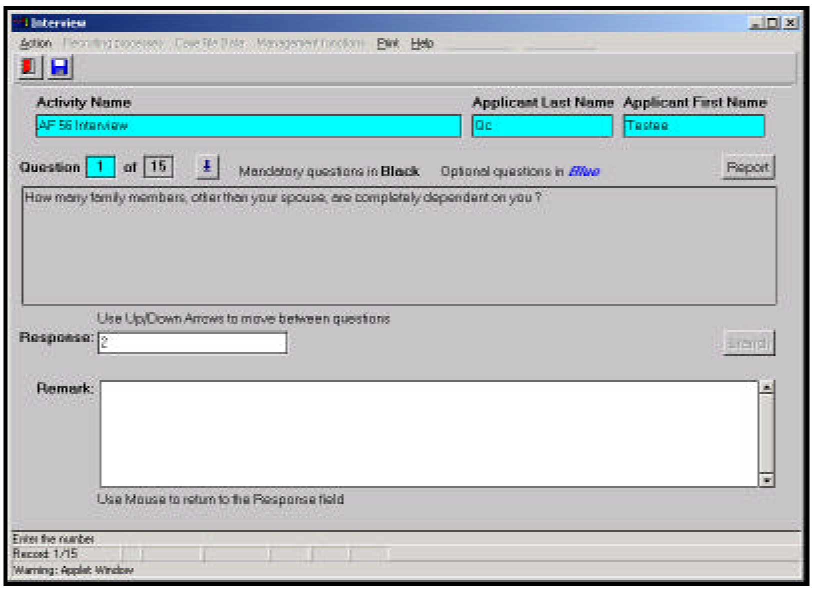


Figure 11-11, AF 56 Interview

1. Question #2: If the response is <**Y**> (Yes), press the <**Tab**> key to display the *Select Occurrence Screen.*

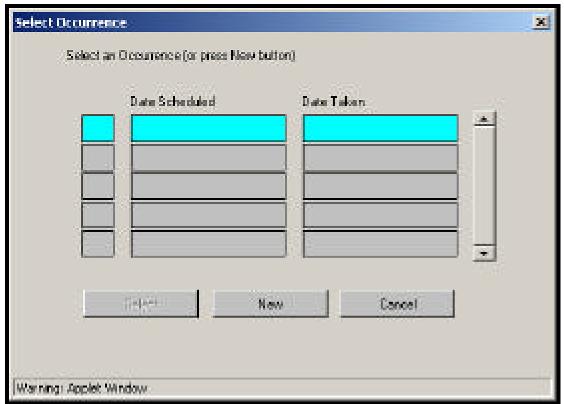


Figure 11-12, Select Occurrence Screen

2. Click the "New" button if this is a new occurrence. A data entry window will display for the "Date Taken." Enter the date of the occurrence in the DD MMM YYYY format and click the "OK" button to display the *SUB AF 56 Prior Application Interview*.

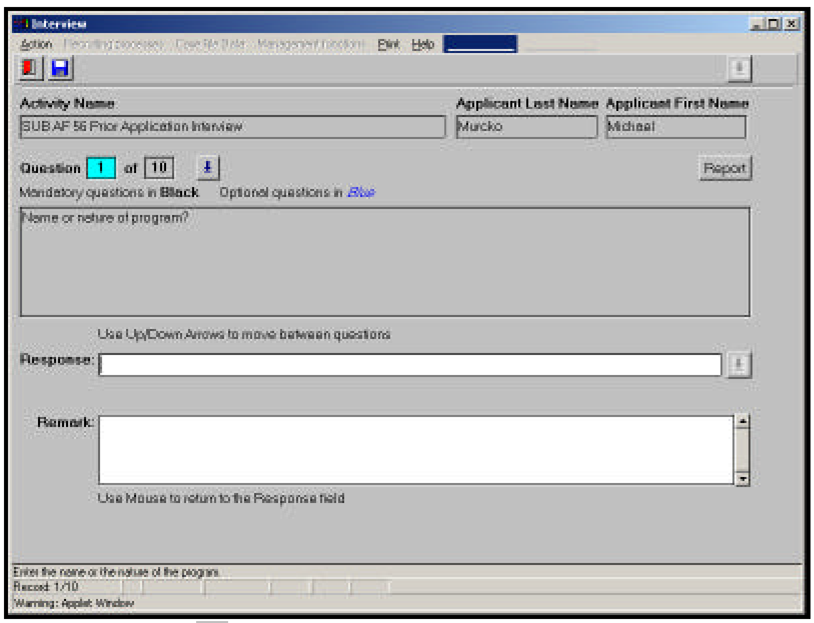


Figure 11-13, SUB AF 56 Prior Application Interview

NOTE: This interview contains 10 questions.

3. Three questions contained in the *SUB AF 56 Application Interview* require a mandatory reply. Once all questions have been answered, click the "Save" button, and then click the "Exit" button to return to the *AF 56 Interview (Question #3)*.

4. Question #3: If the response is <**Y**> (Yes), press the <**Tab**> key to display the *SUB Flying Training Interview*.

NOTE: This interview contains five questions.

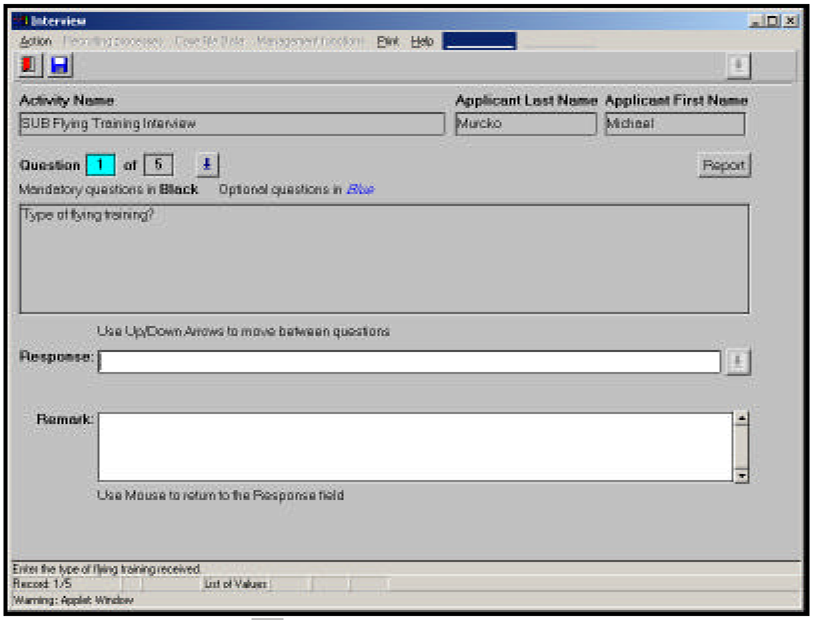


Figure 11-14, SUB Flying Training Interview

5. Once all questions have been answered, click the "Save" button, and then click the "Exit" button to return to the *AF 56 Interview*.

6. Question #4: If your response is <**N**> (No), press the <**Tab**> key to navigate to the next question. If the response is <**Y**> (Yes), press the <**Tab**> key to display the *Employment History Screen* (see figure 11.9).

7. Once all questions have been answered, click on the "Save" button, and then click the "Exit" button to return to the *AF 56 Interview*.

8. Question #5: If your response is <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), you must enter comments in the Remark field.

9. Question #6: If your response is <**N**> (No), press the <**Tab**> key to navigate to the next question. If the response is <**Y**> (Yes), press the <**Tab**> key to display the *Law Violations Screen* (see section 10.10.2).

10. Once all questions have been answered, click on the "Save" button, and then click the "Exit" button to return to the *AF 56 Interview*.

11. Question #7: Click the LOV to select your response, and then press the <**Tab**> key to navigate to the next question.

12. Question #8: If your response is <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), you must enter comments in the <u>Remark</u> field.

13. Question #9: If your response is <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), you must enter comments in the <u>Remark</u> field.

14. Question #10: If your response is <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), you must enter comments in the <u>Remark</u> field.

15. Question #11: If your response is <**N**> (No), press the <**Tab**> key to navigate to the next question. If the response is <**Y**> (Yes), press the <**Tab**> key to display the *OTS Waiver Select (Sub) Interview.*

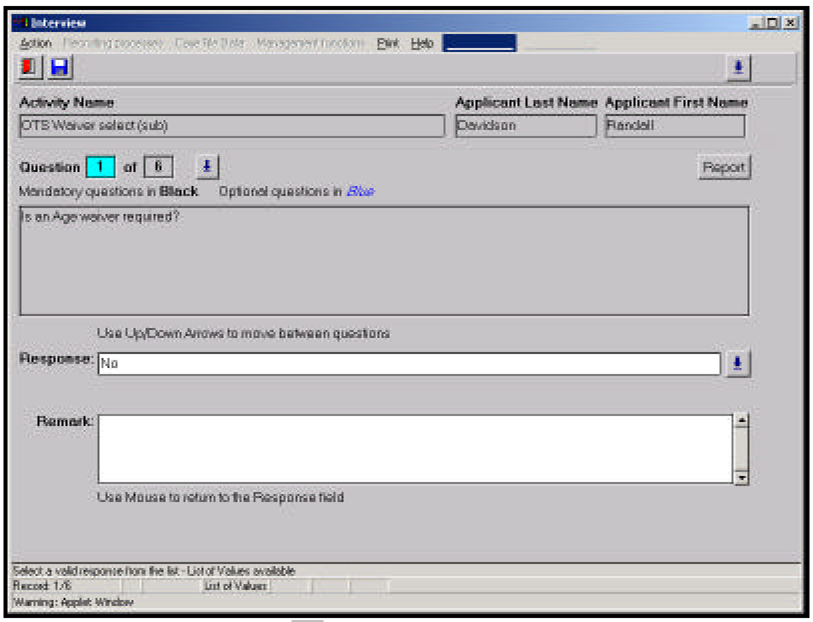


Figure 11-15, OTS Waiver Select (Sub)

NOTE: This interview contains six questions.

16. Question #6: If your response is <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), you must enter comments in the <u>Remark</u> field.

17. Once all questions have been answered, click the "Save" button, and then click the "Exit" button to return to the *AF 56 Interview.*

18. Questions #13 and #14: If your response is <**N**> (No), press the <**Tab**> key to navigate to the next question. If the response is <**Y**> (Yes), press the <**Tab**> key to display the *Aero Data Screen.*

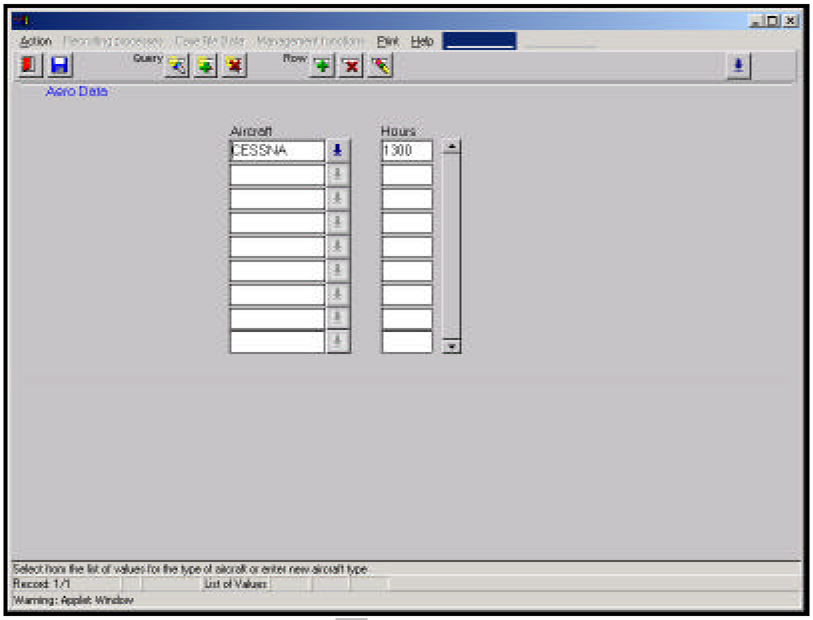


Figure 11-16, Aero Data Screen

Parts of the Screen and Steps to Follow:

19. Aircraft: Click the LOV to select the type of aircraft; e.g., Cessna.

20. Hours: Enter the number of hours applicant had in this aircraft; e.g., 1300.

21. Click the "Save" button, and then click the "Exit" button to return to the *AF 56 Interview (Question #15).*

22. Question #15: Click the LOV to select your response. A message displays, "At Last Question" appears. Click the "OK" button to return to the *Workflow Select Screen*.

11.11 AF 56 Applicant Comments

NOTE: This interview contains one question.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *AF 56 Applicant Comments Interview*.

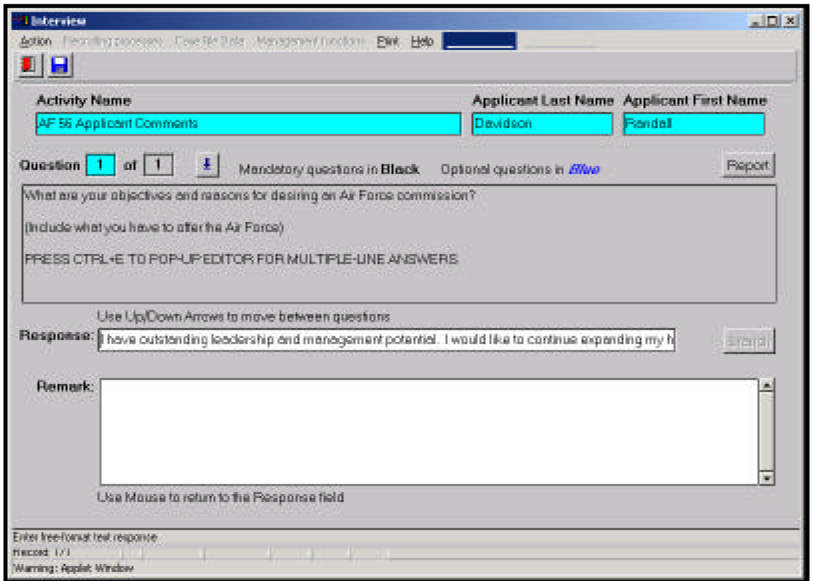


Figure 11-17, AF 56 Applicant Comments

2. Enter your response (freeform). Press <**Ctrl+e**> to add multiple lines.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

11.12 AF 56 Officer Interview

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *AF 56 Officer Interview*.

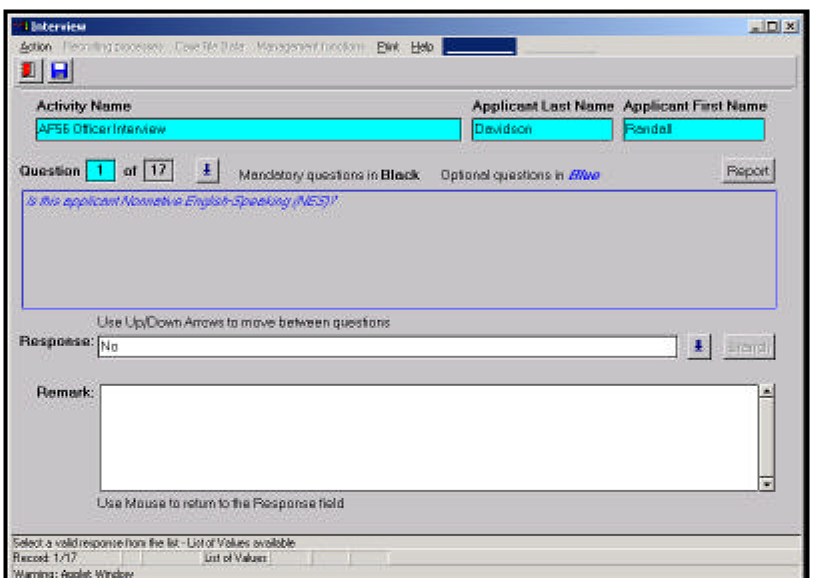


Figure 11-18, AF 56 Officer Interview

NOTE: This interview contains 17 questions.

2. Enter all applicable responses (optional). Once you have entered all information, a message displays "At Last Question." Click the "OK" button.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

11.13 Rated Program Interview

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Rated Program Interview*.

NOTE: This interview contains seven questions.

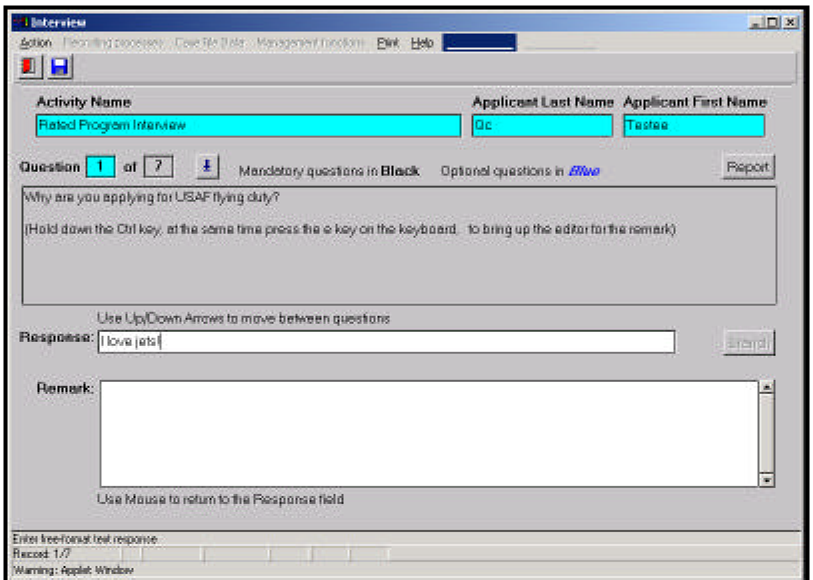


Figure 11-19, Rated Program Interview

2. If your response is <**Y**> (Yes) to Questions #4 and #7, enter comments in the <u>Remark</u> field.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

11.14 Aero Data

From the *Workflow Select Screen*, click the "Run Screen" button to display the *Aero Data Screen* (see figure 11-16). Once you enter required information, click the "Save" button, then click the "Exit" button to return to the *Workflow Select Screen*. If you have already entered the information in a previous interview, click the "Forward" button.

11.15 OTS Documents Validation

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *OTS Documents Validation Interview*.

NOTE: This interview contains six questions.

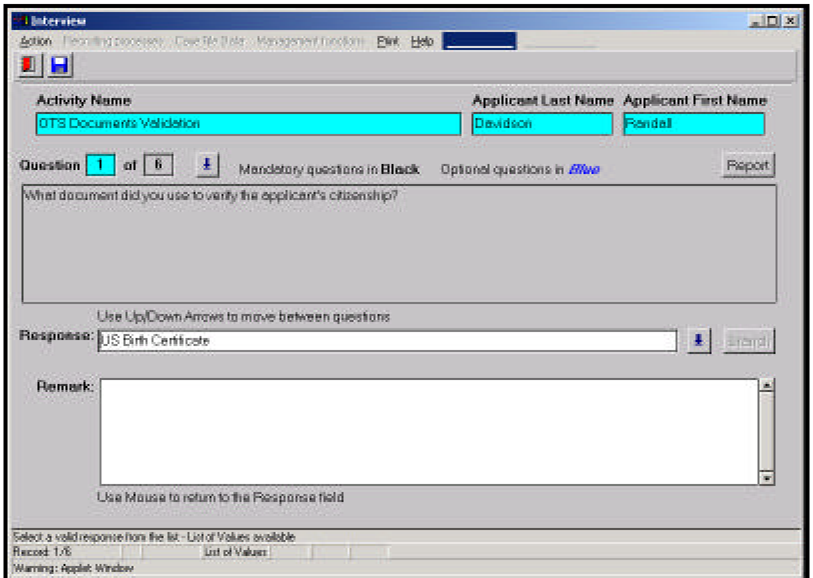


Figure 11-20, OTS Documents Validation

2. Click the LOV to select your responses.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

11.16 School Honors & Activities

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *School Honors & Activities Interview*.

NOTE: This interview contains 10 questions.

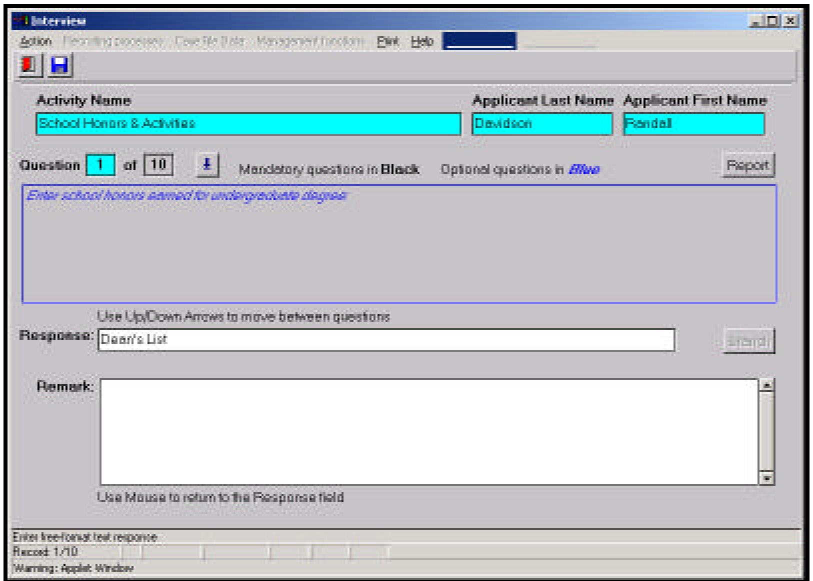


Figure 11-21, School Honors & Activities Interview

2. Enter all applicable responses (freeform).

3. Click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen*.

11.17 Defense Department (DD) 1966 Interview

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *DD 1966 Interview*.

NOTE: This interview contains 16 questions.

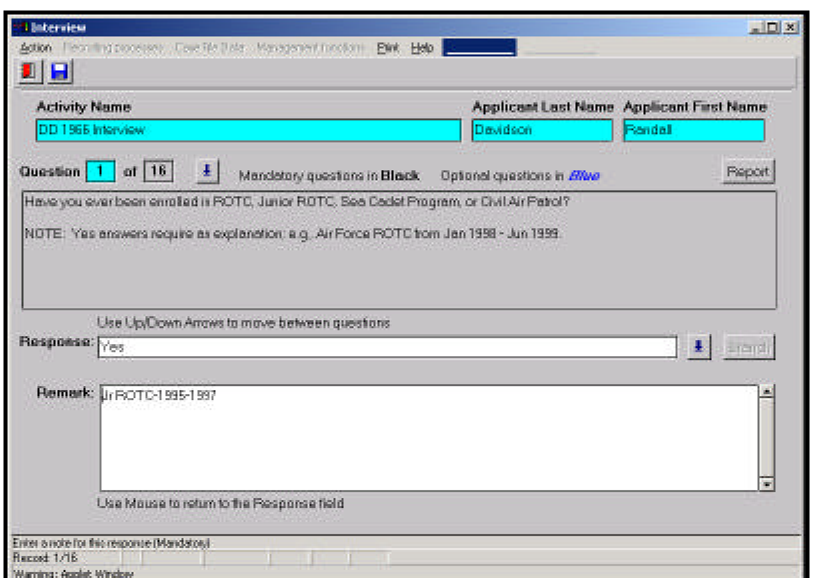


Figure 11-22, DD 1966 Interview

2. Questions #1-#13: Click the LOV to select your response for each question. If your response is <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), you must enter comments in the Remark field.

3. Question #14: If the response is <**Y**> (Yes), press the <**Tab**> key to display the *Drug Use Screen* (see section 10.11).

4. Once all questions have been answered, click the "Save" button, and then click the "Exit" buttons to return to the *DD1966 Interview, Question #15.*

5. Questions #15-#16: Optional. Press <**Ctrl+e**> to add multiple remark lines.

6. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

11.18 Security Questionnaire Interview

Purpose: Allows you to record the responses for the Standard Form (SF) 86.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Security Questionnaire Interview*.

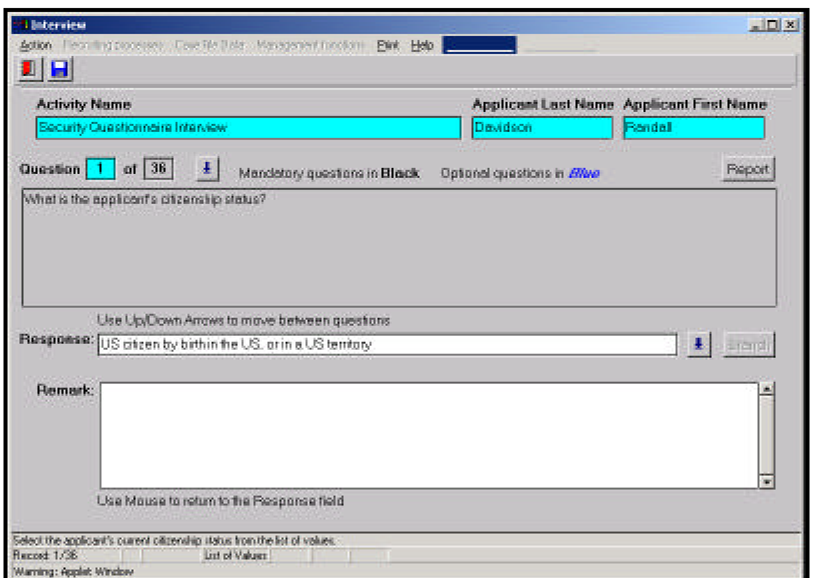


Figure 11-23, Security Questionnaire Interview

NOTE: This interview contains 36 questions. Some questions will already be recorded from the Pre-qualification, PIR and Waiver/Determination Workflows and only require validation.

2. Answer all questions completely. Any “Yes” answers require additional remarks. Depending on some of your answers, you must branch to an additional screen to provide required information. Refer to the list of questions below for specific branching instructions, if required. If the screen has been previously explained, the section is identified. If not, figures and steps are provided.

IMPORTANT: YOUR CURSOR MUST BE IN THE <u>RESPONSE</u> FIELD TO MOVE <TAB> TO EACH QUESTION.

Question #1: Automatically generated. If not, click the LOV to select your response.

Question #2: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If the response is <**Y**> (Yes), press the <**Tab**> key to display the *Citizenship Screen* (see section 11.1).

Question #3: Automatically generated. If not, click the LOV to select your response. If the applicant is military married to military, enter the response and press the <**Tab**> key to display the *Military Spouse Interview*.

11.18.1 Military Spouse Interview

NOTE: This interview contains four questions.

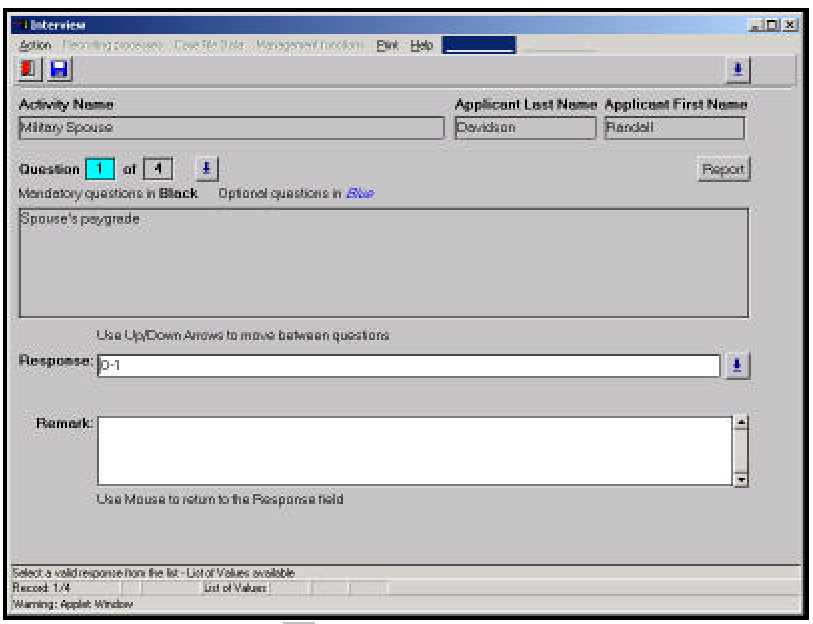


Figure 11-24, Military Spouse Interview

1. Questions #1 and #2: Click the LOV to select your responses.

2. Click the LOV to select the responses. Question #3 is freeform text.

3. Click the “Save” button, and then click the “Exit” button to return to the *Security Questionnaire Interview Question #4*, which requires a <**Y**> or <**N**> reply.

Question #4: Enter <**Y**> (Yes) or <**N**> (No).

Question #5: Enter <**Y**> (Yes) or <**N**> (No).

Question #6: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If the response is <**Y**> (Yes), press the <**Tab**> key to display the *Foreign Associates Screen* (see figure 11-25).

11.18.2 Foreign Associates Screen

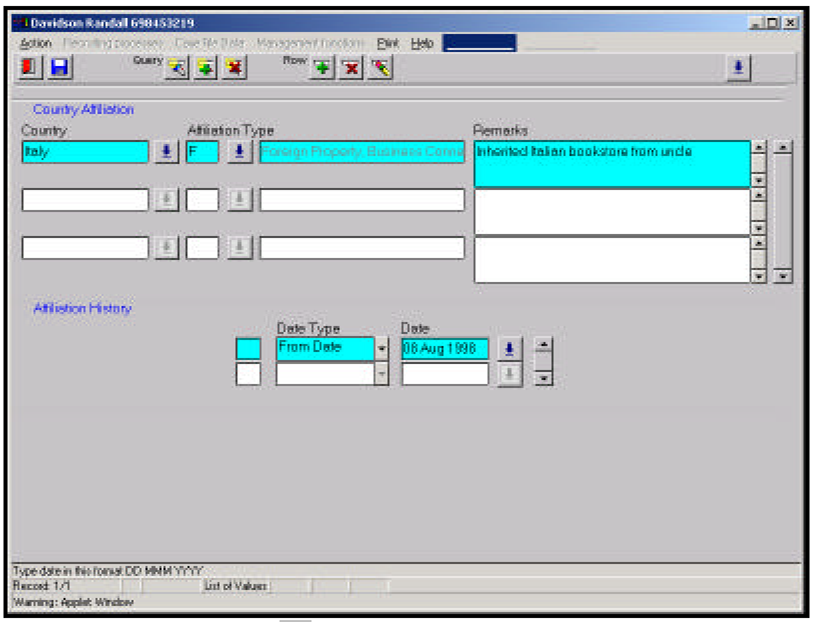


Figure 11-25, Foreign Associates Screen

Parts of the Screen and Steps to Follow:

Country Affiliation Block

1. Country: Click the LOV to select the country; e.g., Italy.

2. Affiliation Type: Click the LOV to select the type of affiliation; e.g., Foreign Property.

3. Remarks: Explain the applicant’s affiliation with the country; e.g., Inherited Property.

Affiliation History Block

4. Date Type: Click the drop-down menu button to select the date type; e.g., From Date or To Date.

5. <u>Date</u>: Enter the date in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar).

6. Click the "Save" button, then click the "Exit" button to return to the *Security Questionnaire Interview*.

Question #7: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If the response is <**Y**> (Yes), press the <**Tab**> key to display the *Employment History Screen* (see sections 11.6.1.1 and 11.6.1.2).

Question #8: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If the response is <**Y**> (Yes), press the <**Tab**> key to display the *Foreign Associates Screen* (see figure 11-25).

Question #9: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If the response is <**Y**> (Yes), press the <**Tab**> key to display the *Foreign Associates Screen* (see figure 11-25).

Question #10: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If the response is <**Y**> (Yes), press the <**Tab**> key to display the *Foreign Travel Screen*.

11.18.3 Foreign Travel Screen

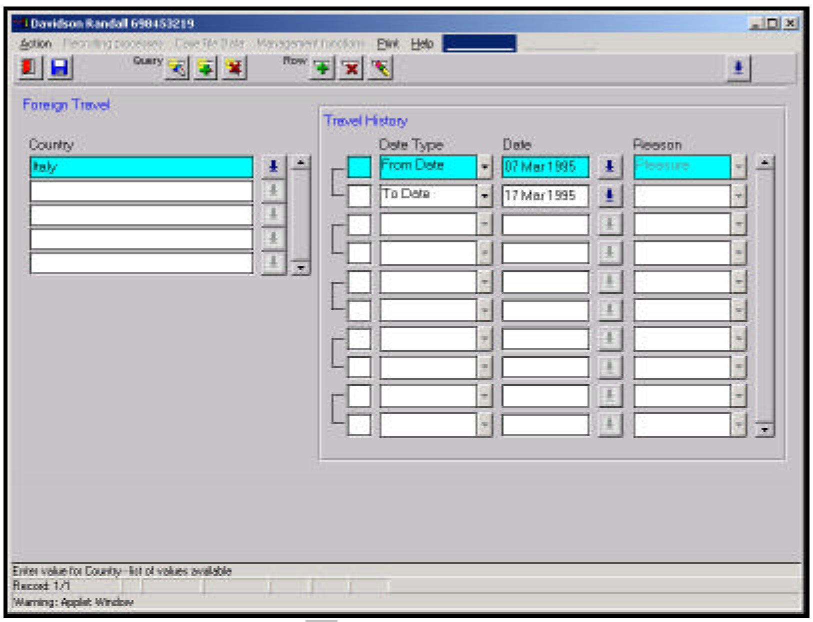


Figure 11-26, Foreign Travel Screen

Parts of the Screen and Steps to Follow:

Foreign Travel Block

1. Country: Click the LOV to select the country; e.g., Italy.

Travel History Block

2. Date Type: Click the drop-down menu button to select the type of date; e.g., From Date or To Date.

3. Date: Enter the date in the DD MMM YYYY format; otherwise, click the LOV to select the date.

4. Reason: Click the drop-down menu button to select the reason for travel; e.g., Pleasure.

5. Click the "Save" button, and then click the "Exit" button to return to the *Security Questionnaire Interview* (Question #11).

Question #11: Enter **<Y>** (Yes) or **<N>** (No).

Question #12: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If the response is <**Y**> (Yes), press the <**Tab**> key to display the *Personal References and Other Associates Screen* (see figure 11-27). Specific instructions are provided below.

11.18.4 Personal References and Other Associates Screen

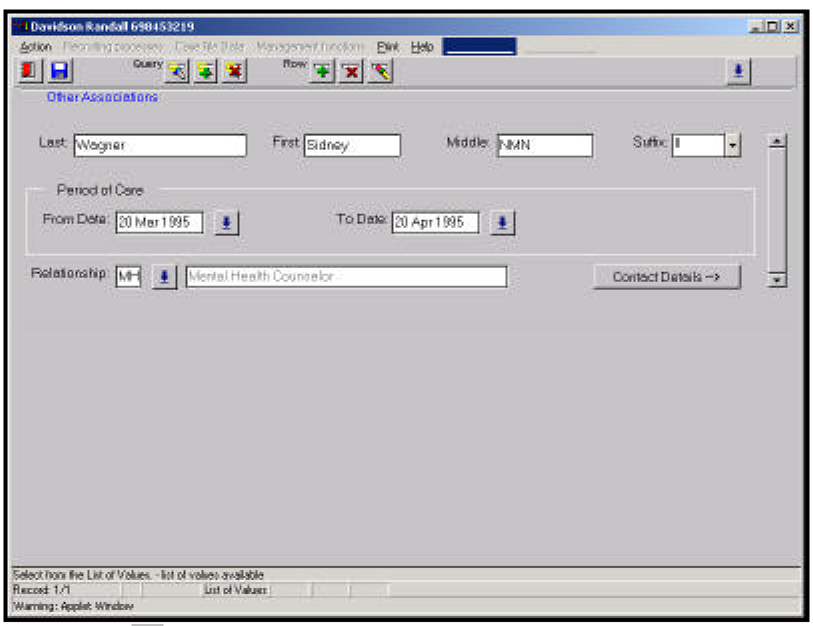


Figure 11-27, Personal References and Other Associates Screen

Parts of the Screen and Steps to Follow:

Other Associations Block

1. Last: Enter the counselor's last name; e.g., Wagner.

2. First: Enter the counselor's first name; e.g., Sidney.

3. Middle: Enter the counselor's middle name; e.g., NMN.

4. Suffix: Click the drop-down menu button to select the suffix, if applicable; e.g., II.

5. From Date: Enter the date the care began in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar).

6. To Date: Enter the date the care was ended in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar).

7. Relationship: Click the LOV to select the type of relationship; e.g., Mental Health Counselor.

8. Click the "Save" button.

9. Click the "Contact Details" button to navigate to the *Contact Details Screen* (see figure 11-6). Complete all required information.

10. Click the "Save" button, and then click the "Exit" button to return to the *Security Questionnaire (Question 13)*.

Question #13: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If the response is <**Y**> (Yes), press the <**Tab**> key to display the *Employment History Screen* (see sections 11.6.1.1 and 11.6.1.2).

Question #14: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If the response is <**Y**> (Yes), press the <**Tab**> key to display the *Law Violations Screen* (see section 10.10.2).

Question #15: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If the response is <**Y**> (Yes), press the <**Tab**> key to display the *Personal References and Other Associates Screen* (see figure 11-24).

Question #16: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If the response is <**Y**> (Yes), press the <**Tab**> key to display the *Law Violations Screen* (see section 10.10.2).

Question #17: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If the response is <**Y**> (Yes), press the <**Tab**> key to display the *Law Violations Screen* (see section 10.10.2).

Question #18: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If the response is <**Y**> (Yes), press the <**Tab**> key to display the *Law Violations Screen* (see section 10.10.2).

Question #19: Enter <**Y**> (Yes) or <**N**> (No).

Question #20: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If the response is <**Y**> (Yes), press the <**Tab**> key to display the *Law Violations Screen* (see section 10.10.2).

Question #21: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If the response is <**Y**> (Yes), press the <**Tab**> key to display the *Law Violations Screen* (see section 10.10.2). View all illegal drug use information to ensure it matches what you have documented in this answer.

Question #22: Enter <**Y**> (Yes) or <**N**> (No).

Question #23: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), enter additional information in the Remark field.

Question #24: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), the *Select Occurrence Pop-Up Window* displays.

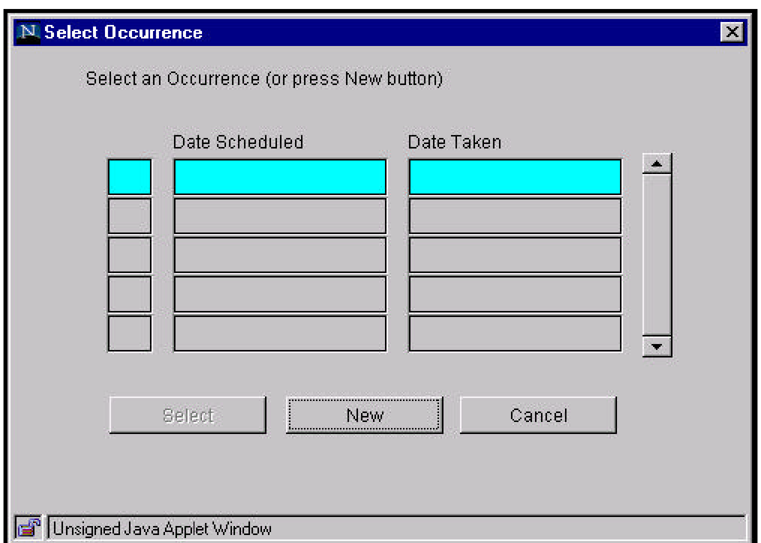


Figure 11-28, Select Occurrence Pop-Up Window

1. Click the “New” button to display the pop-up window shown below.

Figure 11-29, Enter Date Take Pop-Up Window

2. Enter the date in the DD MMM YYYY format, and then click the “OK” button.

3. The *Previous Security Clearance Interview* displays (see figure 11-30).

11.18.5 Previous Security Clearance Interview

NOTE: This interview contains four questions.

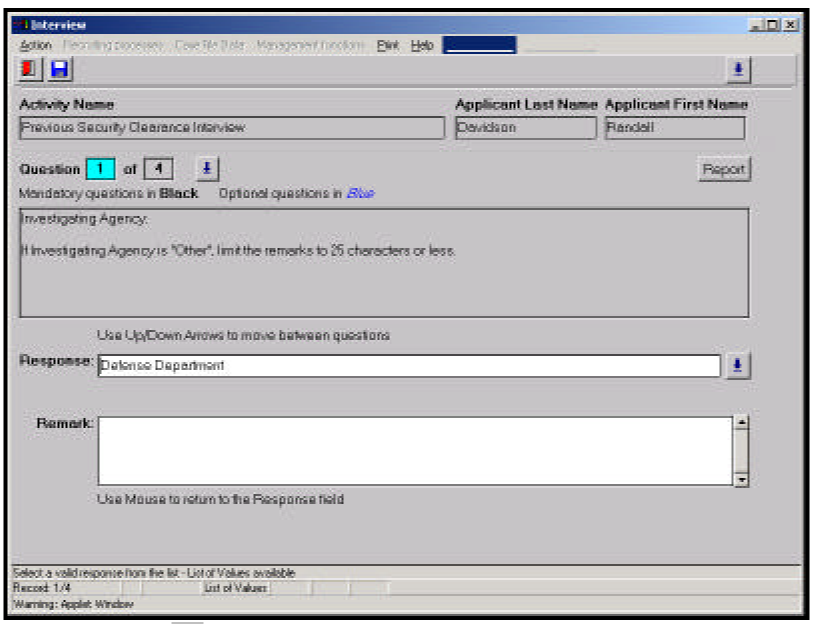


Figure 11-30, Previous Security Clearance Questionnaire

1. Questions #1 and #2: Click the LOV to select the response.

2. Questions #3 and #4: Enter the dates in the DD MMM YYYY format.

3. Click the “Save” button, and then click the “Exit” button to return to the *Security Questionnaire* (Question #25).

Question #25: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), the *Select Occurrence Pop-Up Window* displays.

Question #26: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If the response is <**Y**> (Yes), press the <**Tab**> key to display the *Financial and Civil Court Actions Screen* (see section 10.10.1).

Question #27: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If the response is <**Y**> (Yes), press the <**Tab**> key to display the *Financial and Civil Court Actions Screen* (see section 10.10.1).

Question #28: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If the response is <**Y**> (Yes), press the <**Tab**> key to display the *Financial and Civil Court Actions Screen* (see section 10.10.1).

Question #29: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If the response is <**Y**> (Yes), press the <**Tab**> key to display the *Financial and Civil Court Actions Screen* (see section 10.10.1).

Question #30: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If the response is <**Y**> (Yes), press the <**Tab**> key to display the *Financial and Civil Court Actions Screen* (see section 10.10.1).

Question #31: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If the response is <**Y**> (Yes), press the <**Tab**> key to display the *Consumer and Personal Debt Screen* (see figure 11.28).

11.18.6 Consumer and Personal Debt Screen

Purpose: Allows you to record all outstanding debts held by the applicant and his/her spouse.

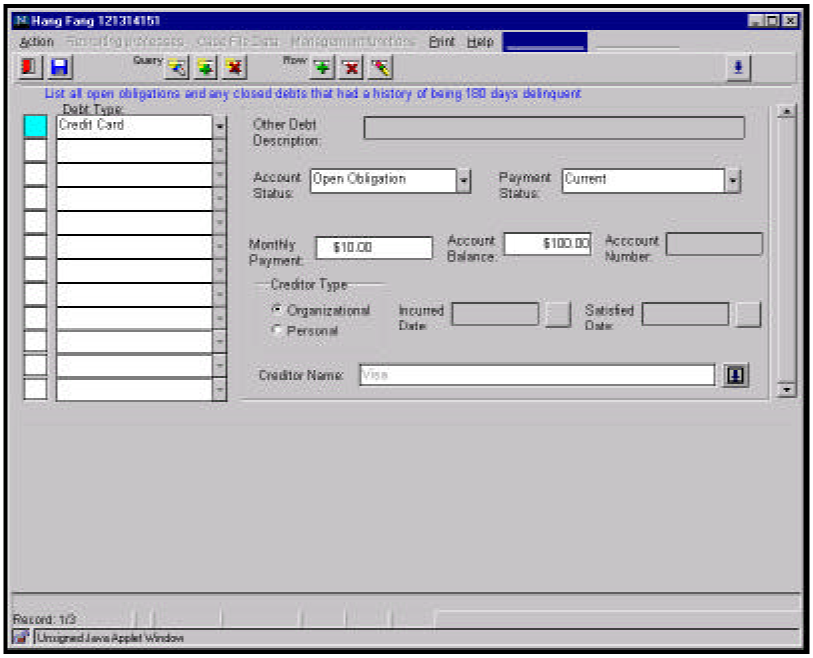


Figure 11-31, Consumer and Personal Debts Screen

Parts of the Screen and Steps to Follow:

1. You can select a row by placing the mouse cursor in the box to the left of the <u>Debt Type</u> field and clicking the left mouse button. The box is highlighted if row is selected.

2. <u>Debt Type</u>: Click the drop-down menu button to select the debt type. Other Type Debt would be debts not included in the other categories; e.g., Student Loans.

3. <u>Other Debt Description</u>: If the debt type is "Other Type Debt," enter a description or type of loan in this field.

4. <u>Account Status</u>: Click the drop-down menu button to select the account status; e.g., Open Obligation or Closed Debt. Collect data on closed debts with a history of being over 180 days delinquent.

5. <u>Payment Status</u>: Click the drop-down menu button to select the payment status; e.g., Current, Past Due–30 days, Past Due–60 days, Past Due–90 days and Past–Due 180 days.

6. <u>Monthly Payment</u>: For open obligations, enter the applicant's minimum monthly payment for the account.

7. <u>Account Balance</u>: For open obligations, enter the balance remaining on the account.

8. <u>Account Number</u>: For open obligations and closed debts with a payment status of past due over 90 days, enter the account number of the debt.

9. Creditor Type: Select by clicking the appropriate radio button where the debt was incurred. An Organizational creditor type is a debt from a company; e.g., Sears. A Personal creditor type would be an individual with whom the debt occurred; e.g., the applicant borrows $1,000.00 from Frank Wilson.

10. Incurred Date: For a debt delinquent more than 90 days, enter the date the delinquency occurred.

11. Satisfied Date: For a debt delinquent more than 90 days, enter the date the applicant satisfied the delinquency. If the debt is still delinquent, leave this field blank.

12. Creditor Name: For an organizational creditor type, click the "Select Organization" button. (See Selecting an Organization.) For a Personal creditor type, when you click the "Select Organization" button, you navigate to a screen to enter the person's name and contact data.

13. Last: Enter the personal creditor's last name.

14. First: Enter the personal creditor's first name.

15. Middle: Enter the personal creditor's middle name. Enter UNK if unknown or NMN if the person doesn't have a middle name.

16. Suffix: Click the drop-down menu button to select the suffix. Once the suffix has been entered, click the "Contact Details" button to enter the personal creditor's contact information.

17. Enter the ZIP code or city for the personal creditor, then select the appropriate city and ZIP code from the LOV. Next, enter the personal creditor's mailing address, and the telephone number information. Once the information is entered, click the "Save" button, then click the "Exit" button to navigate back to the screen where you entered the personal creditor's name. Click the "Save" button, then click the "Exit" button to return to the *Consumer and Personal Debts Screen*.

18. Once you have entered the consumer and personal debts, click the "Save" button, then click the "Exit" button to return to the *Security Questionnaire Interview Question #32*.

Question #32: If <**N**> (No), press the <**Tab**> button to navigate to the next question. If the response is <**Y**> (Yes), press the <**Tab**> key to display the *Consumer and Personal Debt Screen* (see figure 11-50).

Question #33: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If the response is <**Y**> (Yes), press the <**Tab**> key to display the *Financial and Civil Court Actions Screen* (see section 10.10.1).

Question #34: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), enter additional information in the Remark field.

Question #35: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), enter additional information in the Remark field.

Question #36: Ensure you read this question carefully! Click the LOV to select a valid response.

19. Click the "Save" button, then click the "Exit" button to return to the *Workflow Select Screen*.

11.19 Relatives and Associates

Purpose: Allows you to record relative and associate personal information.

NOTE: Both mother and father, living or deceased, must also be annotated.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Relatives and Associates Screen*.

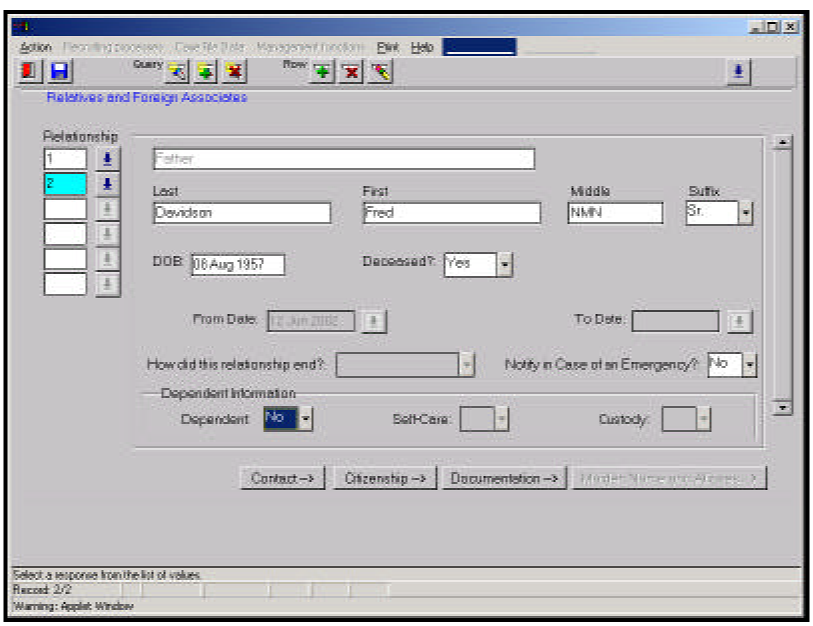


Figure 11-32, Relatives and Associates Screen

Relatives and Associates Block

2. Relationship: Click the LOV to select the type of relationship; e.g., Father.

3. Last: Enter the relative's last name; e.g., Davidson.

4. First: Enter the relative's first name; e.g., Fred.

5. Middle: Enter the relative's middle name. If the relative doesn't have a middle name, enter NMN.

6. Suffix: Click the drop-down menu button to select the suffix, if applicable. For none, leave it blank.

7. DOB: Enter the relative's DOB in the DD MMM YYYY format; e.g., 08 Aug 1957.

8. Deceased: Click the drop-down menu button and choose the appropriate response; e.g., Yes or No.

9. Date of Marriage: Only used for a current spouse.

10. Date of Separation: Only used for current spouse and former spouse(s).

11. How did your relationship end? Only required for former spouses.

12. Notify in case of an Emergency? Click the drop-down menu button to select a response; e.g., Yes or No.

13. Dependent: Click the drop-down menu button to select a response; e.g., Yes or No. This should be "Yes" for dependents.

14. Self-Care: Click the drop-down menu button to select a response; e.g., Yes or No. This should be "Yes" for a dependent under age 18.

15. Custody: Click the drop-down menu button to select a response; e.g., Sole.

11.19.1 The Contact Button

Purpose: Allows you to enter the relative's contact information.

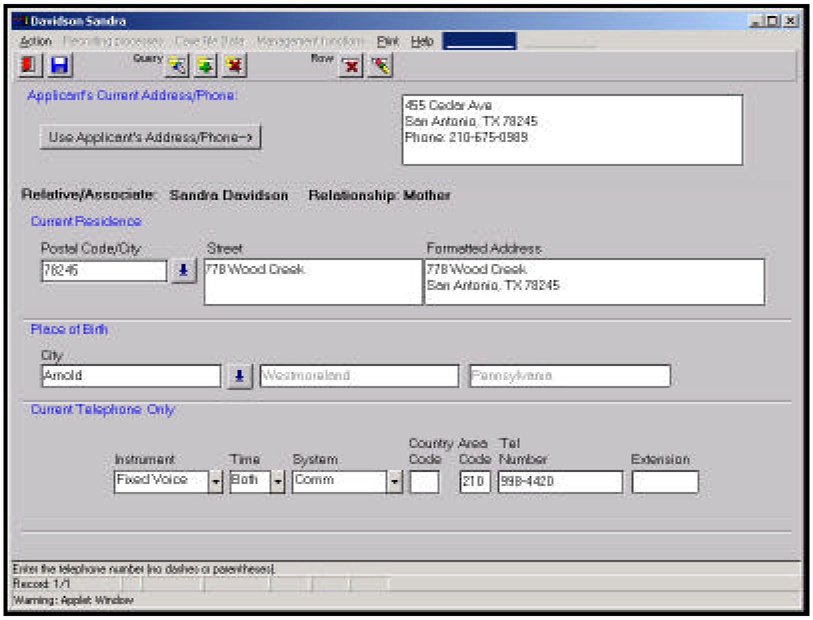


Figure 11-33, Relative's Contact Information

1. "Use Applicant's Address/Phone" button: Click this button to populate the relative's address and telephone number information.

Current Residence Block

2. Postal Code/City: Enter the Zip Code or city, and then select the appropriate city and Zip Code from the LOV; e.g., 78245.

3. Street: Enter the relative's street address; e.g., 778 Wood Creek.

4. Formatted Address: Displays the relative's full address.

5. Use the mouse to place the cursor in the City field in the **Place of Birth Block**.

6. City: Enter the name of the city where the relative was born and press the <**Tab**> key to display a pop-up list. Click the desired city, and then click the "OK" button.

Current Telephone Only

7. Instrument: Click the drop-down menu button to select the usage type; e.g., Fixed Data.

8. Time: Click the drop-down menu button to select the best time to contact the lead at this telephone number; e.g., Both, Day or Night.

9. System: Click the drop-down menu button to select the system; e.g., Comm or DSN.

10. Country Code: Enter the country code, if applicable; e.g., 001.

11. Area Code: Enter the area code; e.g., 210.

12. Tel Number: Enter the telephone number for the lead; e.g., 998-4420.

13. Extension: Enter the extension for the telephone number, if applicable; e.g., 101.

11.19.2 The Citizenship Button

Click this button to display the *Citizenship Screen*. See section 11.1 for completion instructions.

11.19.3 The Documentation Button

Click this button to display the *Verify and Suspense Documents Screen*. See section 10.12 for completion instructions.

11.19.4 The Maiden Names and Aliases Button

Click this button to display the *Name Use History Screen*. See section 10.1 for completion instructions.

11.20 Personal References & Other Associates

1. Record three personal references living in the US who the applicant knows well (e.g., good friends, peers, colleagues, college roommates, etc.) whose combined association covers the last seven years.

2. Do not list spouse, former spouse(s) or other relatives and try not to list anyone else previously recorded in this application. Ensure at least one of the applicants has a "To Date" left blank. To add a second person, don't forget to use the "Add Row" (green plus sign) button.

3. See Section 11.18.4 for completion instructions.

11.21 Verify and Suspense Documents

Purpose: Allows you to record all documents used to verify the applicant's information; e.g., state and federal licenses, American/National board certifications. Revalidate information provided in the PIR Workflow.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Verify and Suspense Documents Screen*. See section 10.12 for completion instructions.

2. Click the "Save" button, and then click the "Exit" button. A pop-up message displays "At last workflow. Select another workflow or exit the screen." Click the "OK" button.

12.0 BASIC APTITUDE TEST (BAT)/PILOT CANDIDATE SELECTION METHOD (PCSM) SCORES FLOW

12.1 BAT/PCSM Scores

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Select Occurrence Pop-Up Window*.

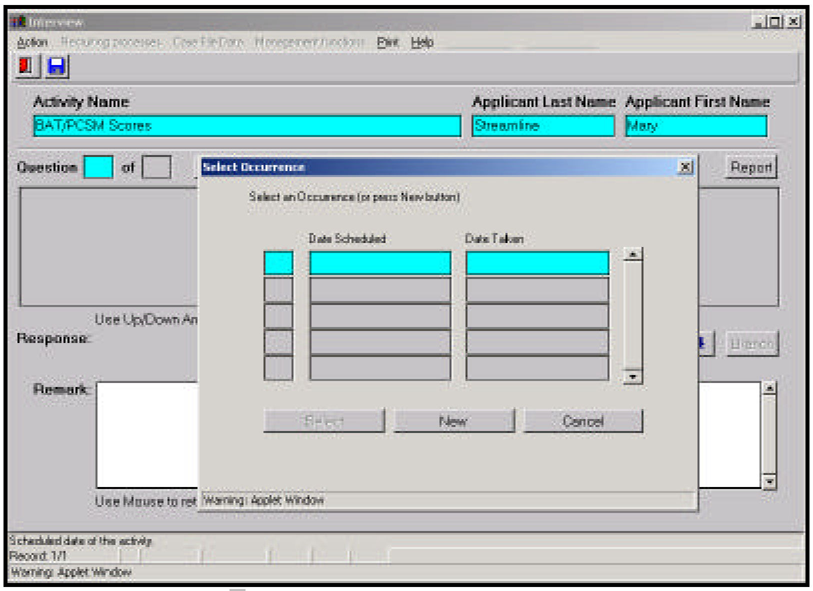


Figure 12-1, Select Occurrence Pop-Up Window

2. Click the "New" button to display the *Date Taken Pop-Up Window*.

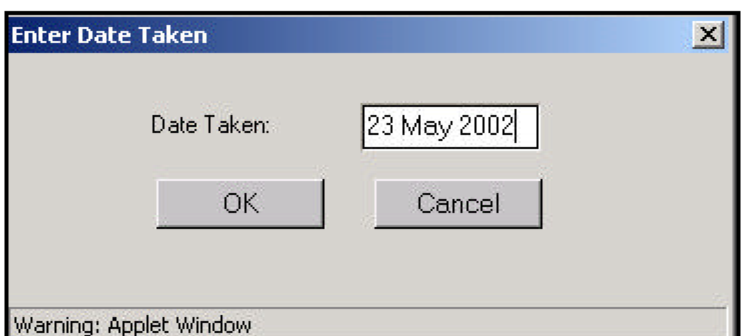


Figure 12-2, Date Taken Pop-Up Window

3. Enter the date in the DD MMM YYYY format, and then click the "OK" button.

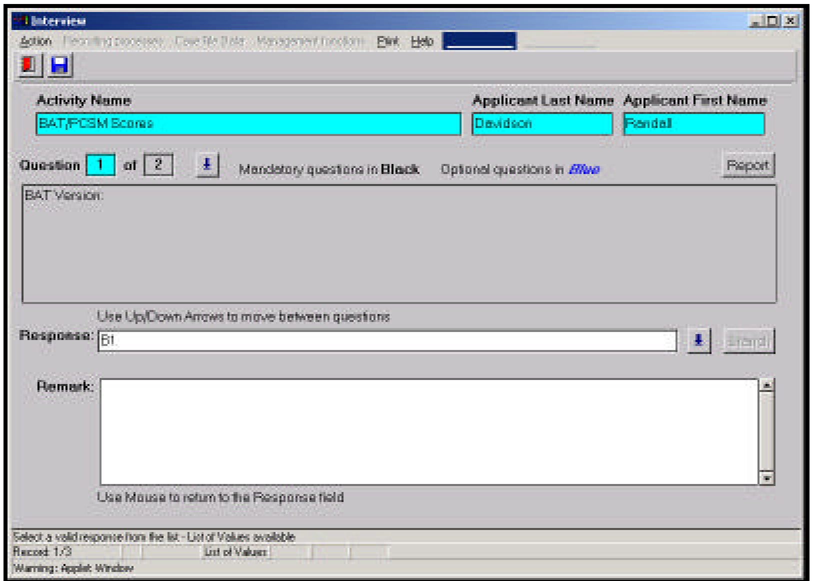


Figure 12-3, BAT/PCSM Scores

4. Click the LOV to select your responses. Once you enter your responses, a pop-up message displays “At Last Question.” Click the “OK” button.

5. Click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen*.

13.0 SPECIAL: CREDIT CHECK WORKFLOW

Purpose: Allows you to gather information for financial responsibility screening.

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Credit Check Interview*.

13.1 Credit Check Interview

Purpose: Allows you to collect pertinent data to print the documents required for a credit check and initiates the credit check processing actions in AFRISS.

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Credit Check Interview*.

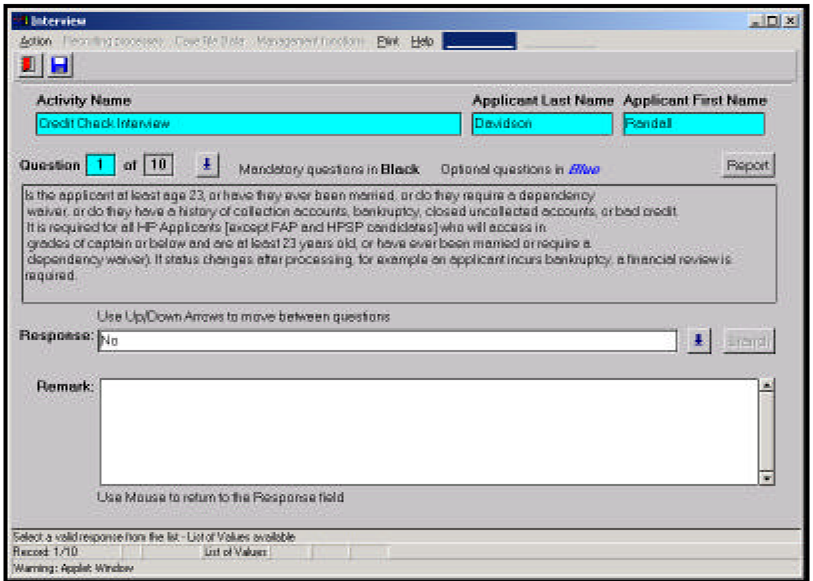


Figure 13-1, Credit Check Interview

NOTE: This interview contains 10 questions.

2. Question #1: Enter <**Y**> (Yes) or <**N**> (No).

3. Question #2: Click the LOV to select your response. If you select “Married to Military Member,” enter the response, press the <**Tab**> key to display the *Military Spouse Interview* (see figure 11-24).

4. Questions #3 and #4: Enter the number of adult and minor dependents. If none, you must enter <**0**>.

5. Questions #5-#8: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If the response is <**Y**> (Yes), press the <**Tab**> key to display the *Financial and Civil Court Actions Screen*. See section 10.10.1 for completion instructions.

6. Questions #9-#10: Optional

13.2 Applicant Financial Data

Purpose: Allows you to record the applicant's assets, income and monthly non-consumer expenses.

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Applicant Financial Data Screen*.

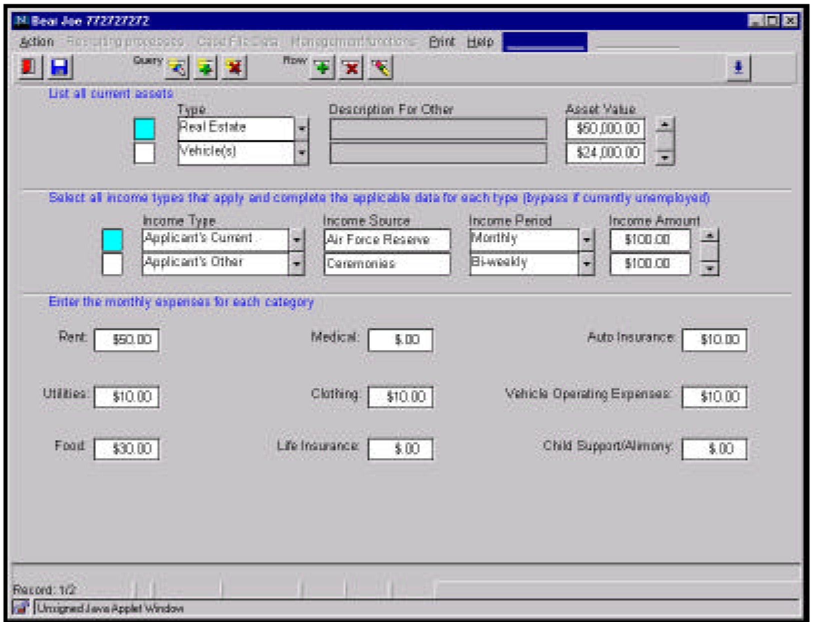


Figure 13-2, Applicant Financial Data Screen

NOTE: If the applicant is currently married, you will also need to record the spouse's current income.

Parts of the Screen and Steps to Follow:

List the Applicant's Current Assets Block

The block on the left of the screen allows you to select the row. The scroll bar on the right of the screen splits if there is more information than can be displayed in the two visible rows.

2. Type: Click the drop-down menu button to select the asset type; e.g., Savings.

3. Description For Other: If you select a type "Other," enter a description of the asset in this field.

4. Asset Value: Enter an estimated value of the asset in this block and press the<**Tab**> key. You are prompted to enter another asset. If you don't have additional assets to enter, click the cursor in the block to the left of the Income Type field.

5. List the applicant's income. The block on the left of the screen allows you to select the row. The scroll bar on the right of the screen splits if there is more information than can be displayed in the two visible rows.

Select All Income Types that Apply and Complete the Applicable Data for Each Type Block

6. Income Type: Click the drop-down menu button to select the income type to be recorded; e.g., Applicant's Current.

7. Income Source: Enter the income source; e.g., Texaco, J&K Plumbing, Welfare Check.

8. Income Period: Click the drop-down menu button to select a response. The default value is "Monthly."

9. Income Amount: Enter the amount of the income; e.g., $1000.00, $6.35. After you enter the income amount and press the <**Tab**> key, the cursor moves to the next row. If no other income needs to be entered, use the mouse to place the cursor in the Rent field of the next block.

Enter the Monthly Expenses for Each Category Block

10. Rent: Enter the applicant's monthly rent payment; if none, enter <**0**> and press the <**Tab**> key.

11. Medical: Enter the applicant's monthly medical expenses; if none, enter <**0**> and press the <**Tab**> key.

12. Auto Insurance: Enter the applicant's monthly auto insurance payment; if none, enter <**0**> and press the <**Tab**> key.

13. Utilities: Enter the applicant's monthly utilities; e.g., water, gas. If none, enter <**0**> and press the <**Tab**> key.

14. Clothing: Enter the applicant's monthly clothing expenses; if none, enter <**0**> and press the <**Tab**> key.

15. Vehicle Operating Expense: Enter the applicant's monthly vehicle operating expenses; if none, enter <**0**> and press the <**Tab**> key.

16. Food: Enter the applicant's monthly food expenses; if none, enter <**0**> and press the <**Tab**> key.

17. Life Insurance: Enter the applicant's monthly life insurance payment; if none, enter <**0**> and press the <**Tab**> key.

18. Child Support/Alimony: Enter the applicant's monthly child support and/or alimony payment; if none, enter <**0**> and press the <**Tab**> key.

19. Once you collect all data, click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen.*

13.3 Consumer and Personal Debts

Purpose: Allows you to enter or verify additional debt information for the applicant and the applicant’s spouse.

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Consumer and Personal Debts Screen* (see figure 11-31).

2. Click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen*.

13.4 Relatives and Associates

Purpose: Allows you to enter or verify relative’s contact data

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Relatives and Associates Screen*. See section 11.19 for completion instructions.

2. Click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen*.

13.5 Application Preferences

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Application Preferences Screen*.

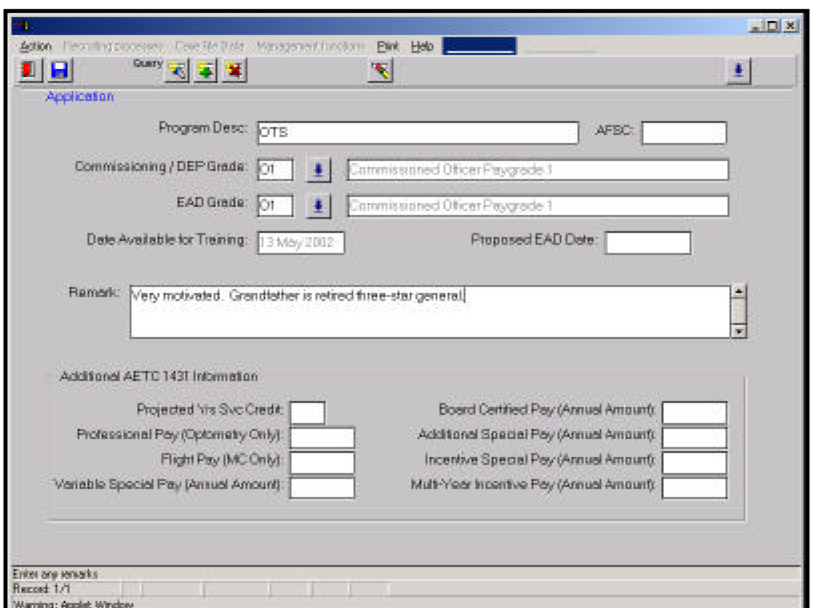


Figure 13-3, Application Preferences Screen

Application Block

2. Program Desc: Automatically generates.

3. AFSC: Automatically generates if previously entered.

4. Commissioning/DEP Grade: Click the LOV to select the grade; e.g., O1.

5. Enter Active Duty (EAD) Grade: Click the LOV to select the EAD grade; e.g., O1.

6. Date Available for Training: Automatically generates if previously entered. Otherwise, you may enter the date in the DD MMM YYYY format; e.g., 30 Jun 2002.

7. Proposed EAD Date: Enter the date in the DD MMM YYYY format; e.g., 03 Jul 2002.

8. Remark: Enter any comments.

9. Additional Air Education and Training Command (AETC) 1431 Information: Not Applicable to OTS.

10. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

14.0 AF OFFICER QUALIFICATION TEST (AFOQT) WAIVER

14.1 AFOQT Waiver Interview

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *AFOQT Waiver Interview*.

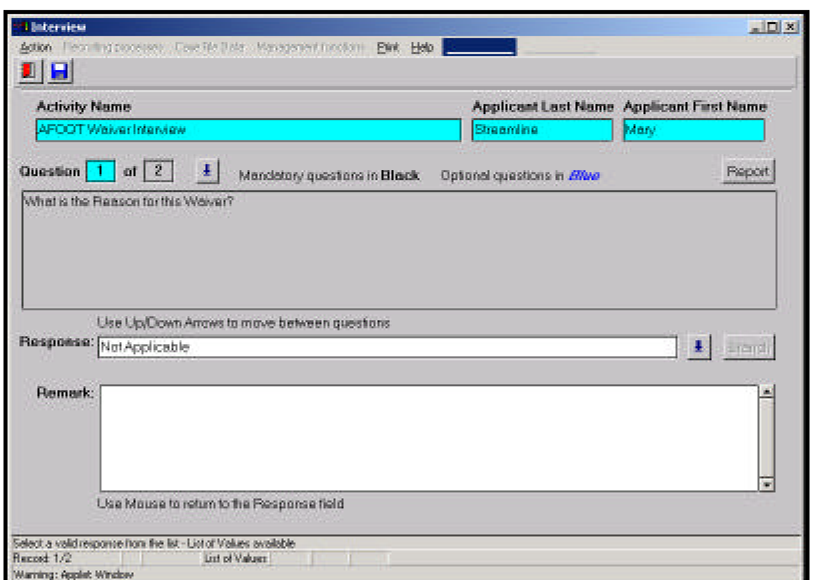


Figure 14-1, AFOQT Waiver Interview

NOTE: This interview contains two questions.

2. Click the LOV to select your responses. Once you enter your responses, a pop-up message displays "At Last Question." Click the "OK" button.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

15.0 AGE WAIVER WORKFLOW

15.1 Age Waiver Interview

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Age Waiver Interview*.

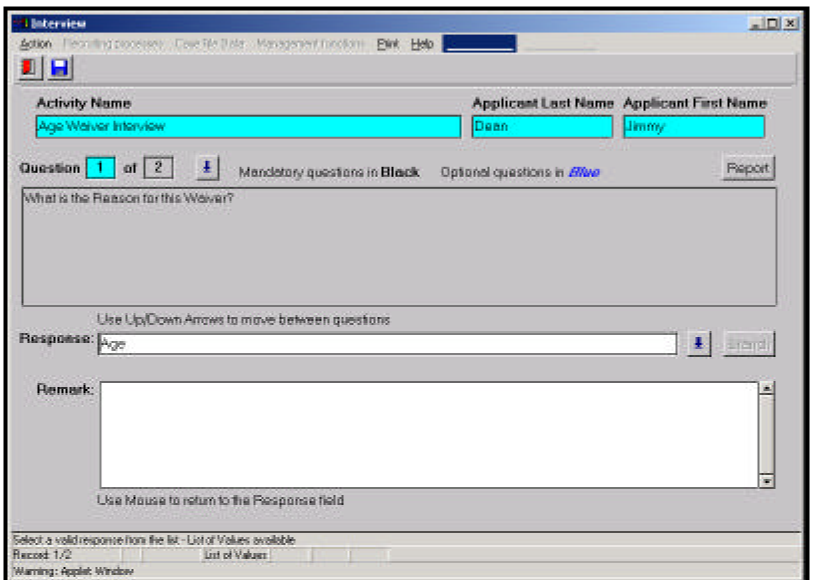


Figure 15-1, Age Waiver Interview

NOTE: This interview contains two questions.

2. Click the LOV to select your response.

3. Click the "Save" button, and then click the "Exit" button.

15.2 Law Violations History

Purpose: Verify all waiver level law violation information is recorded.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Law Violations Screen*.

2. See section 10.10.2 for completion instructions

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

15.3 Drug Abuse History

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Drug Use Screen*.

2. See section 10.11 for completion instructions.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

15.4 Relatives and Associates

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Relatives and Associates*.

2. See section 11.19 for completion instructions.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

15.5 Record Actions

Purpose: Allows you to request and respond to other levels of recruiting.

IMPORTANT: THE METHOD OF NAVIGATING THROUGH THE *RECORD ACTIONS SCREEN* REMAINS THE SAME; HOWEVER, THE CHOICES DISPLAYED WHEN YOU CLICK THE LOV WILL VARY DEPENDING ON THE PARTICULAR WAIVER AND YOUR ROLE. IF YOU REQUIRE ADDITIONAL INFORMATION AFTER REVIEWING THIS SECTION, SEE SECTION 34.0 (ENABLES YOU TO NAVIGATE FROM THE *CREATE LEAD* OR *SELECT LEAD/APPLICANT SCREENS*)

1. From *the Workflow Select Screen* click the "Run Screen" button to display the *Record Actions Screen*.

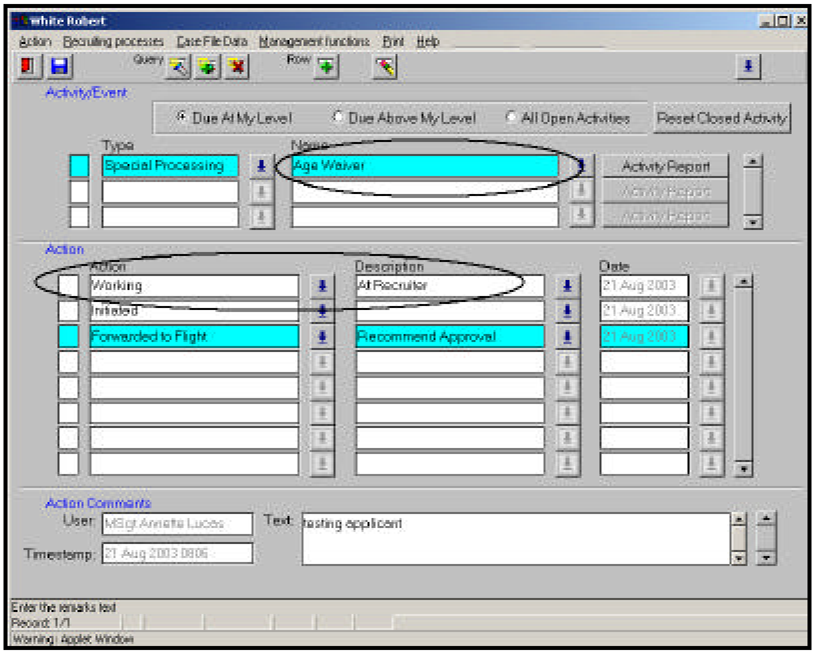


Figure 15-2, Record Actions (Age Waiver—Recruiter level)

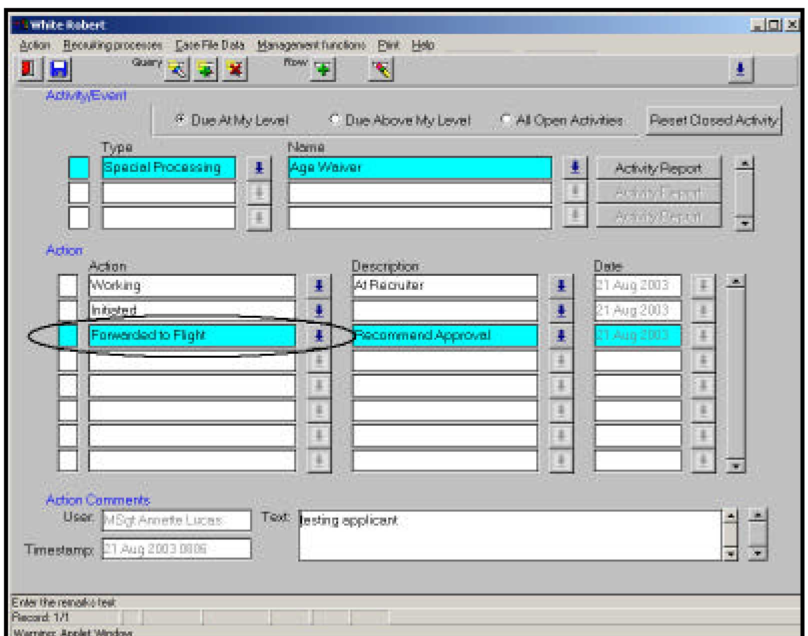


Figure 15-3, Record Actions (Age Waiver—Flight Chief Level)

Activity/Event Block

2. Click one of the following radio buttons:

-<u>Due at My Level</u>: Requests must be responded to at this level.

-<u>Due Above My Level</u>: Actions due above the user's level.

-<u>All Open Activities</u>: All open (unanswered) requests against this applicant at all levels.

-<u>Reset Closed Activity:</u> Allows for a closed processing activity to be reopened or reset for further processing.

3. <u>Type</u>: Automatically generates; e.g., Special Processing.

4. <u>Name</u>: Automatically generates; e.g., Age Waiver.

Action Block

5. <u>Action</u>: Click the field below the last entry (in this case, "Initiated"), and then click the LOV to select your response; e.g., Forwarded to Flight.

6. <u>Description</u>: Click the LOV to select the action description; e.g., Recommend Approval.

7. <u>Date</u>: Automatically generates.

Action Comments Block

8. <u>User</u>: Automatically generates

9. <u>Timestamp</u>: Automatically generates current date and time.

10. <u>Text</u>: Automatically generates comments previously entered regarding the waiver.

11. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

16.0 DEPENDENCY WAIVER/DETERMINATION

16.1 Dependency Waiver/Determination Interview

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Dependency Waiver/Determination Interview*.

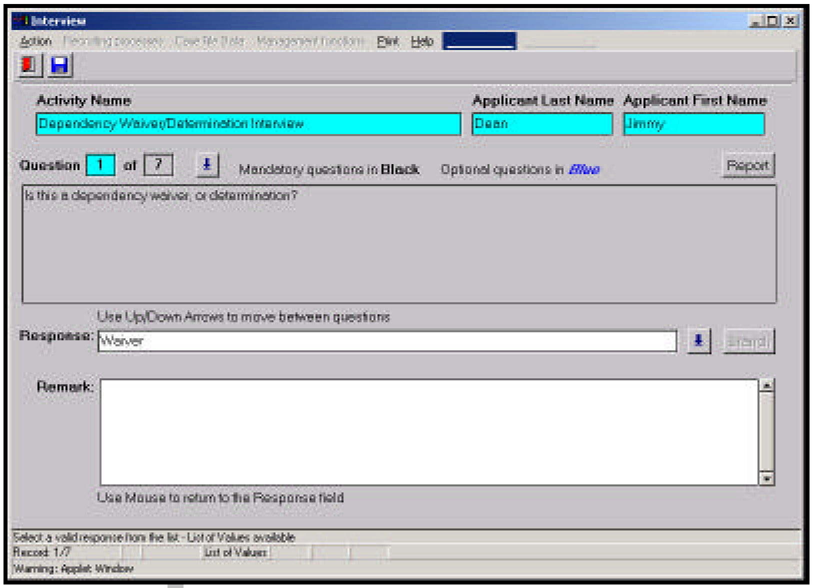


Figure 16-1, Dependency Waiver/Determination Interview

NOTE: This interview contains seven questions.

2. Question #1: Click the LOV to select your response.

3. Question #2: Click the LOV to select your response. If you select "Married to military member," enter the response, and press the <**Tab**> key to display the *Military Spouse Interview* (see Section 11.18.1).

4. Questions #3 and #4: Enter the number of minor and adult dependents. If none, enter <**0**>.

5. Question #5: Enter <**Y**> (Yes) or <**N**> (No).

6. Question #6: Automatically generates. Once you press the <**Tab**> key, the *Education History Screen* displays (see section 10.6). Once all information is entered or verified, click the "Save" button, and then click the "Exit" button to navigate to the next question. If the response does not automatically generate, click the LOV to select your response.

7. Question #7: Enter <**Y**> (Yes) or <**N**> (No). A pop-up message indicates "At Last Question." Click the "OK" button.

8. Click the "Save" button, and then click the "Exit " button to return to the *Workflow Select Screen*.

16.2 Law Violations History

Purpose: Verify all waiver level law violation information is recorded.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Law Violations Screen*.

2. See section 10.10.2 for completion instructions

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

16.3 Drug Abuse History

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Drug Use Screen*.

2. See section 10.11 for completion instructions.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

16.4 Relatives and Associates

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Relatives and Associates*.

2. See section 11.19 for completion instructions.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

16.5 Record Actions

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Record Actions Screen*.

2. For completion instructions by differing roles e.g.; "Recruiter", "Flight Chief", see *Section 34.0, pages 145 - 153.*

3. Click the "Save" button, and then click the "Exit button to return to the *Workflow Select Screen*.

17.0 DRUG WAIVER/DETERMINATION WORKFLOW

17.1 Drug Waiver/Determination Workflow

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Drug Waiver/Determination Interview*.

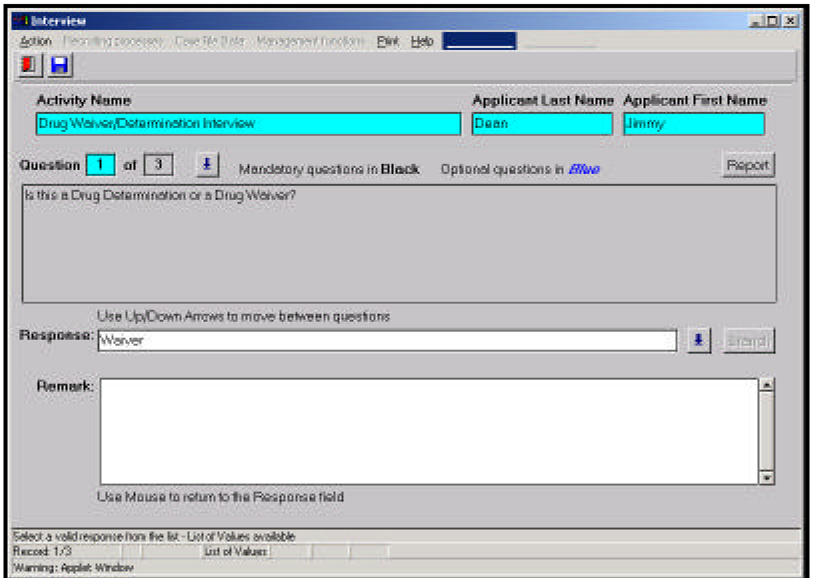


Figure 17-1, Drug Waiver/Determination Interview

NOTE: This interview contains three questions.

2. Click the LOV to select your responses.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

17.2 Law Violations History

Purpose: Verify all waiver level law violation information is recorded.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Law Violations Screen*.

2. See section 10.10.2 for completion instructions

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

17.3 Drug Abuse History

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Drug Use Screen*.

2. See section 10.11 for completion instructions.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

17.4 Relatives and Associates

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Relatives and Associates*.

2. See section 11.19 for completion instructions.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

17.5 Record Actions

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Record Actions Screen*.

2. For completion instructions by differing roles e.g.; "Recruiter", "Flight Chief", see *Section 34.0, pages 145 - 153.*

3. Click the "Save" button, and then click the "Exit button to return to the *Workflow Select Screen*.

18.0 DEFENSE DEPARTMENT (DD) 785 WAIVER WORKFLOW

1. From the *Workflow Select Screen*, click the "Run Screen" button to select the *DD 785 Waiver Interview*.

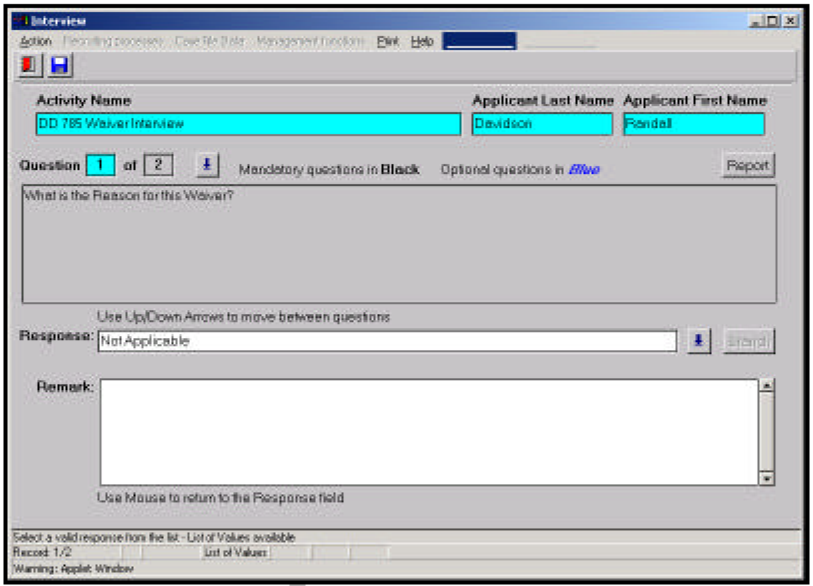


Figure 18-1, DD 785 Waiver Workflow

NOTE: This interview contains two questions.

2. Click the LOV to select your responses. Once you have entered both responses, a pop-up message displays "At Last Question. Click the "OK" button.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

19.0 EXCEPTION TO POLICY WORKFLOW

19.1 Exception to Policy Interview

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Select Occurrence Pop-Up Window*.

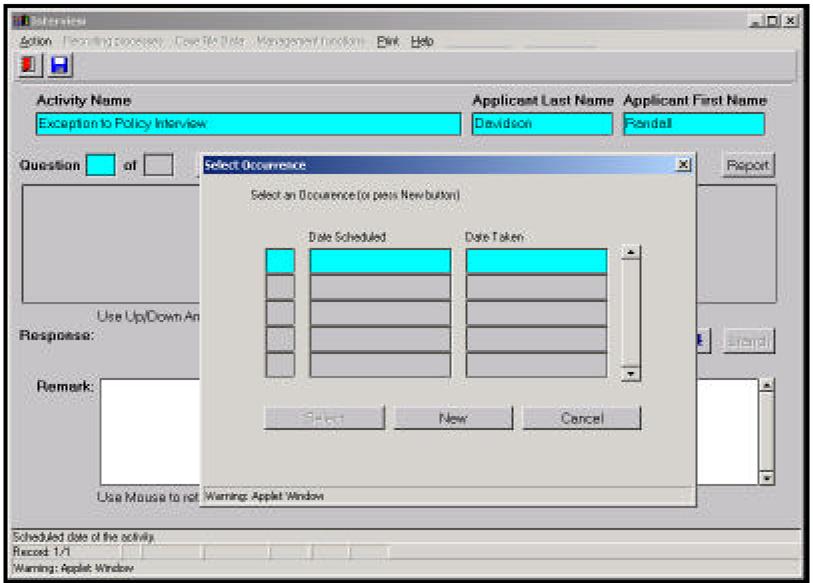


Figure 19-1, Select Occurrence Pop-Up Window

2. Click the "New" button to display the *Date Taken Pop-Up Window*.

Figure 19-2, Date Taken Pop-Up Window

3. Enter the date in the DD MMM YYYY format. Click the "OK" button to display the *Exception to Policy Interview*.

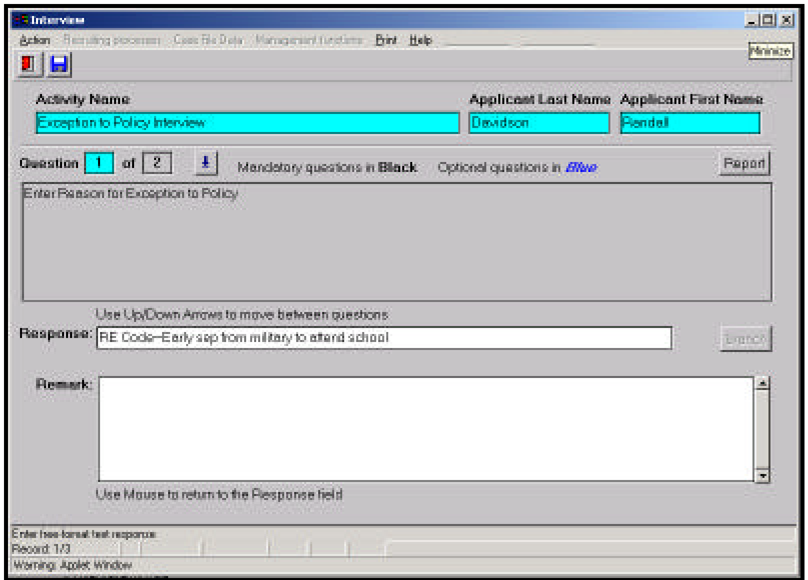


Figure 19-3, Exception to Policy Interview

NOTE: This interview contains two questions.

4. Question #1: Enter your response; e.g., Early separation from military to attend school.

5. Question #2: Click the LOV to select your response; e.g., Headquarters (HQ) United States Air Force (USAF) or HQ Air Force Personnel Center (HQ AFPC).

6. Once you enter your responses, a pop-up message displays "At Last Question." Click the "OK" button.

7. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

19.2 Law Violations History

Purpose: Verify all waiver level law violation information is recorded.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Law Violations Screen*.

2. See section 10.10.2 for completion instructions

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

19.3 Drug Abuse History

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Drug Use Screen*.

2. See section 10.11 for completion instructions.

3. Click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen*.

19.4 Relatives and Associates

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Relatives and Associates Screen*.

2. See section 11.19 for completion instructions.

3. Click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen*.

19.5 Record Actions

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Record Actions Screen*.

2. For completion instructions by differing roles e.g.; “Recruiter”, “Flight Chief”, see *Section 34.0, pages 145 - 153.*

3. Click the “Save” button, and then click the “Exit button to return to the *Workflow Select Screen*.

20.0 FINANCIAL ELIGIBILITY DETERMINATION (FED)

20.1 Financial Determination

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Financial Determination Interview*.

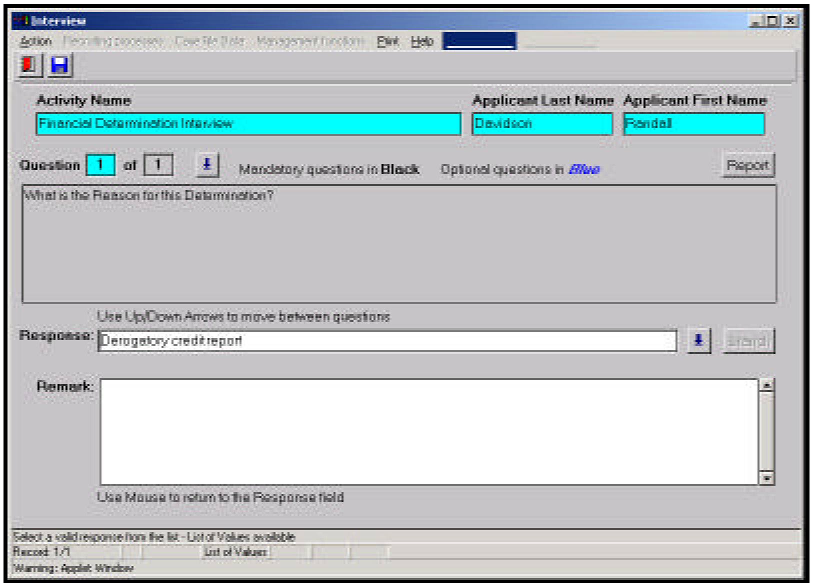


Figure 20-1, Financial Determination Interview

2. Click the LOV to select your response; e.g., Derogatory Credit Report.

3. Once you select your response, a pop-up message displays "At Last Question."

4. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

20.2 Applicant Financial Data

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Applicant Financial Data Screen*.

2. See section 13.2 for completion instructions.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen.*

20.3 Consumer and Personal Debts

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Consumer and Personal Debt Screen*.

2. See Section 11.18.6 for completion instructions.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen.*

20.4 Relatives and Associates

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Relatives and Associates Screen*.

2. See section 11.19 for completion instructions.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

20.5 Record Actions

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Record Actions Screen*.

2. For completion instructions by differing roles e.g.; "Recruiter", "Flight Chief", see *Section 34.0, pages 145 - 153.*

3. Click the "Save" button, and then click the "Exit button to return to the *Workflow Select Screen*.

21.0 MORALS WAIVER/DETERMINATION WORKFLOW

21.1 Morals Waiver/Determination Interview

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Morals Waiver/Determination Interview*.

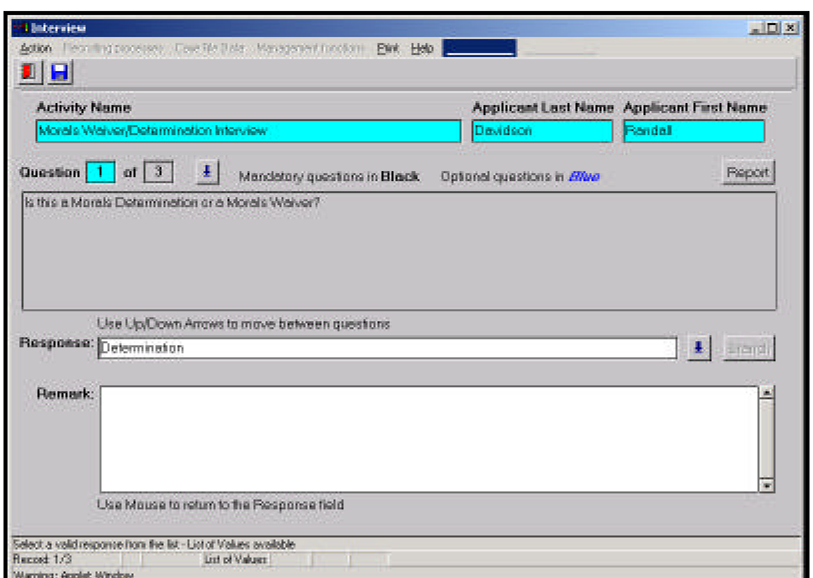


Figure 21-1, Morals Waiver/Determination Interview

NOTE: This interview contains three questions.

2. Click the LOV to select your responses. Once you enter your response, a pop-up message displays "At Last Question." Click the "OK" button.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

21.2 Law Violations History

Purpose: Verify all waiver level law violation information is recorded.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Law Violations Screen*.

2. See section 10.10.2 for completion instructions

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

21.3 Drug Abuse History

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Drug Use Screen*.

2. See section 10.11 for completion instructions.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

21.4 Relatives and Associates

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Relatives and Associates*.

2. See section 11.19 for completion instructions.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

21.5 Record Actions

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Record Actions Screen*.

2. For completion instructions by differing roles e.g; “Recruiter”, “Flight Chief”, see *Section 34.0, pages 145 - 153*.3. Click the “Save” button, and then click the “Exit button to return to the *Workflow Select Screen*.

22.0 OTHER DETERMINATIONS WORKFLOW

22.1 Other Determinations Interview

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Select Occurrence Pop-Up Window*.

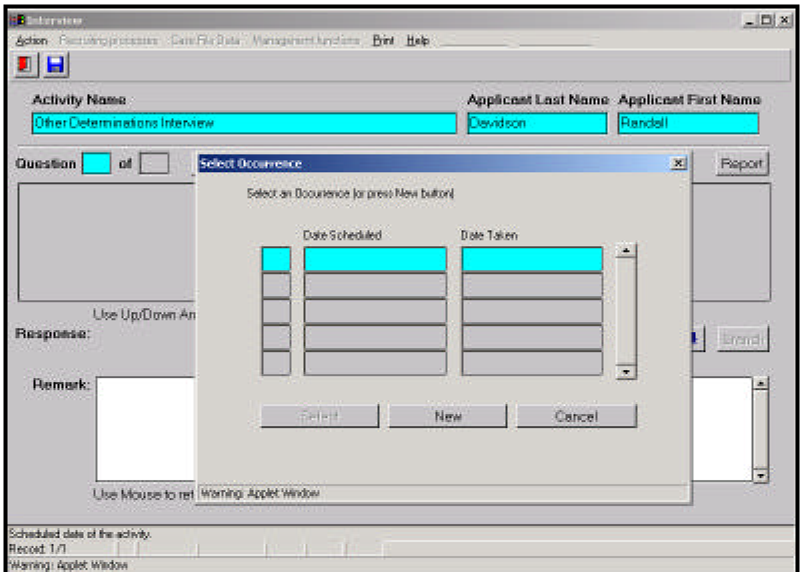


Figure 22-1, Select Occurrence Pop-Up Window

2. Click the “New” button to display the *Date Taken Pop-Up Window*.

Figure 22-2, Date Taken Pop-Up Window

3. Enter the date in the DD MMM YYYY format. Click the “OK” button to display the *Other Determinations Interview*.

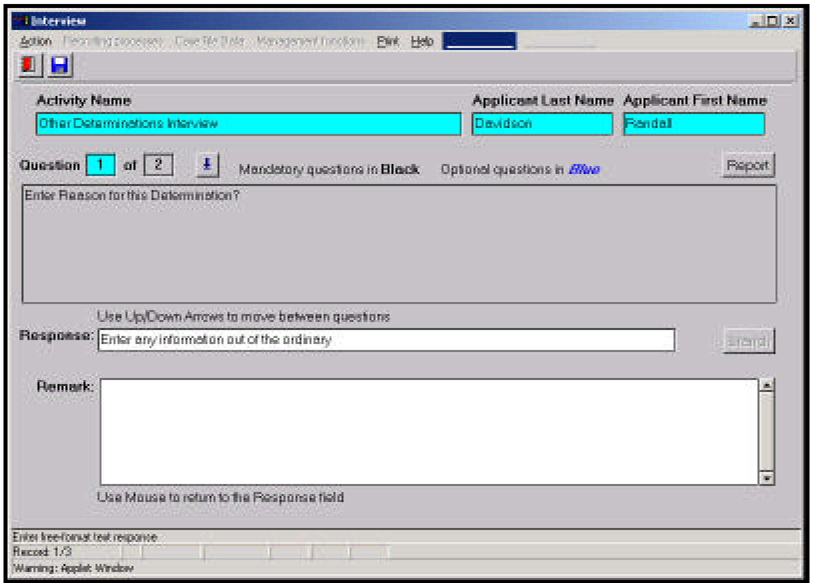


Figure 22-3, Other Determinations Interview

NOTE: This interview contains two questions.

4. Question #1: Enter your response (freeform).

5. Question #2: Click the LOV to select your response; e.g., HQ AFRS or HQ AFPC.

6. Once you enter your responses, a pop-up message displays "At Last Question." Click the "OK" button.

7. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

22.2 Law Violations History

Purpose: Verify all waiver level law violation information is recorded.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Law Violations Screen*.

2. See section 10.10.2 for completion instructions

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

22.3 Drug Abuse History

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Drug Use Screen*.

2. See section 10.11 for completion instructions.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

22.4 Relatives and Associates

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Relatives and Associates*.

2. See section 11.19 for completion instructions.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

22.5 Record Actions

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Record Actions Screen*.

2. For completion instructions by differing roles e.g.; "Recruiter", "Flight Chief", see *Section 34.0, pages 145 - 153.*

3. Click the "Save" button, and then click the "Exit button to return to the *Workflow Select Screen*.

23.0 PHYSICAL WAIVER WORKFLOW

23.1 Physical Waiver Interview

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Physical Waiver Interview*.

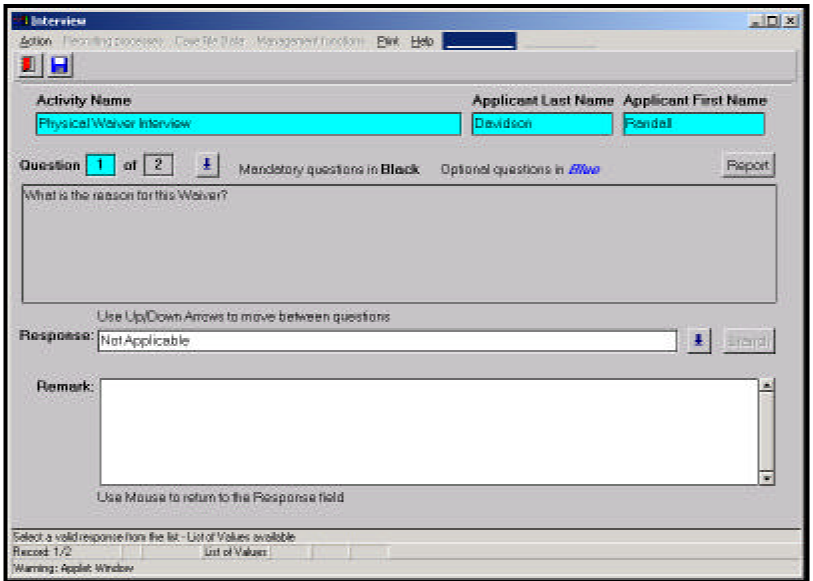


Figure 23-1, Physical Waiver Interview

2. Click the LOV to select your responses. Once you enter your responses, a pop-up message displays "At Last Message." Click the "OK" button.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

23.2   Record Actions

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Record Actions Screen*.

2. For completion instructions by differing roles e.g.; "Recruiter", "Flight Chief", see *Section 34.0, pages 145 - 153.*

3. Click the "Save" button, and then click the "Exit button to return to the *Workflow Select Screen*.

24.0   SPECIAL: RE CODE WAIVER WORKFLOW

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *RE Code Waiver Workflow*.

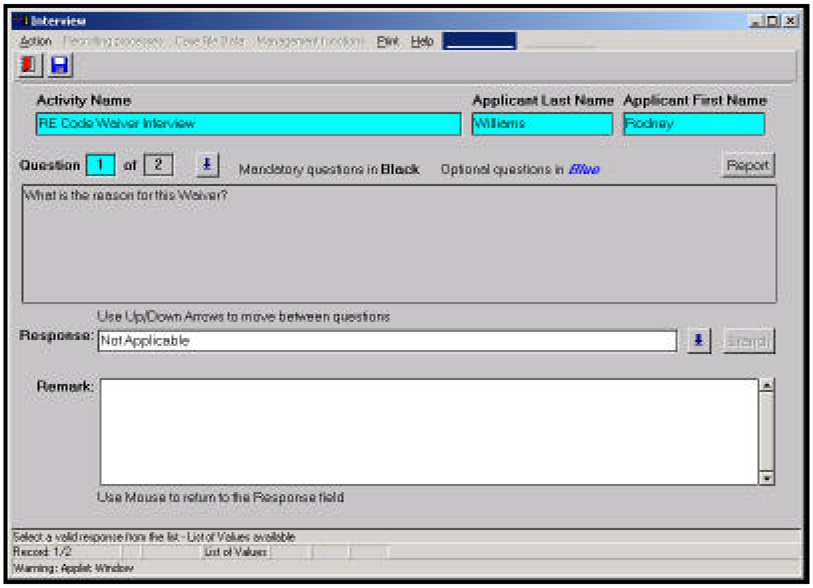


Figure 24-1, RE Code Waiver Interview

NOTE: This interview contains two questions.

2. Click the LOV to select your responses.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

25.0 ACCEPTING/CREATING SCHOOLS

IMPORTANT: IF YOU NEED TO CREATE A SCHOOL, CALL THE HELP DESK.

Purpose: Allows you to accept and create school sub-programs to replace school folders.

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Manage Recruiter Activities**>.

3. Then click <**Manage School/Media Programs**>.

During the initial setup of the school programs there will be two screens: one to view or accept all programs for the recruiter who logged in and a second screen to create sub-programs within the schools.

25.1 View/Accept Schools Screen

Purpose: Allows you to view schools and media organizations.

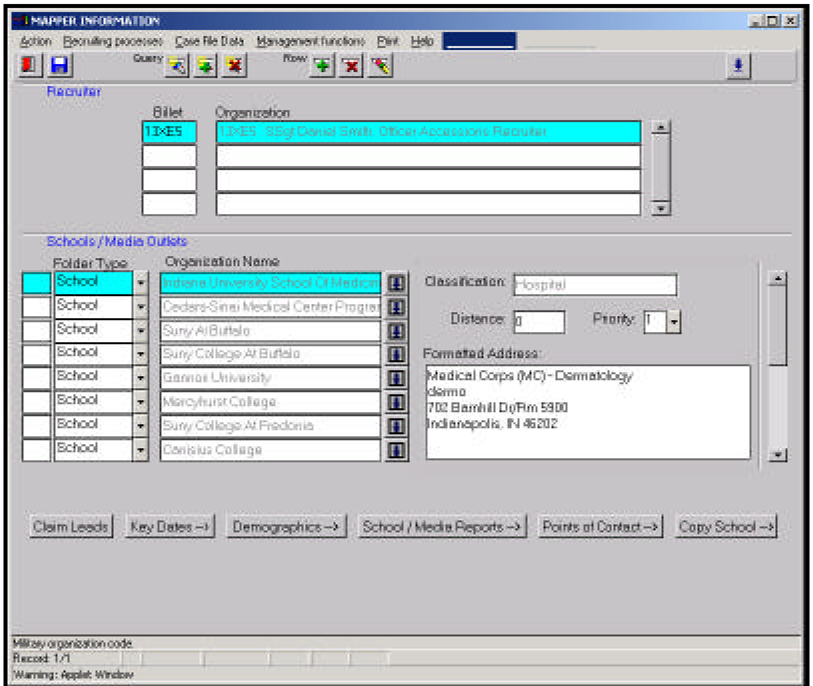


Figure 25-1, Mapper Information Screen

Parts of the Screen:

Recruiter Block (For information purposes only and selection of lower billets in the hierarchy).

1. <u>Billet</u>: Identifies the billets that can be selected.

2. <u>Organization</u>: Displays the Office billet, the name of the occupant of the billet, and the role.

Schools/Media Outlets Block

3. <u>Folder Type</u>: Displays the organization type; e.g., School or Marketing.

4. <u>Organization Name</u>: Displays the name of the school or media organization.

5. <u>Classification</u>: Displays the sub-type of the organization selected; e.g., High School, Vo-Tech, TV, Radio.

6. <u>Distance</u>: Displays the distance, in miles, the organization is from the owning billet.

7. Priority: Displays the priority of the organization.

8. Formatted Address: Displays the address of the selected organization.

9. To accept a school, select the “Folder Type—School.” Click the “Select Organization” button to the right of the Organization Name to display the *Select Organization Screen*.

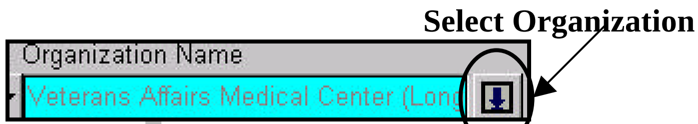


Figure 25-2, Select Organization Button

This gives you a list of schools with programs not modifiable. Most of the schools are stored in a database in AFRISS—this allows you to locate your school from the organization list.

10. Enter a partial name of your school or hospital in the Partial Org Name field with a % sign used as a wild card either before or after the name entered. **NOTE:** Be as specific as possible in your query to narrow down the search.

11. After you select the school, click the “Copy School” button. It automatically updates the list of schools for which you are responsible.

25.2 Copy School Screen

Purpose: Allows you to create sub-programs within a school.

1. From the *Mapper Information Screen*, click the “Copy School” button to display the *Copy School Screen*.

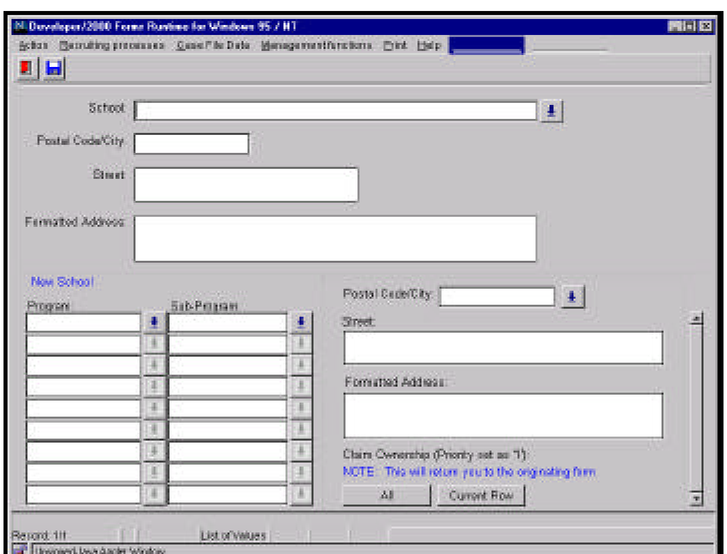


Figure 25-3, Copy School Screen

2. Click the LOV next to the right of the School field to display a list of schools.

3. Enter your school's name in the Find field (or characters that are part of the name e.g., John Hopkins College could be found by typing %hopkins%) locates all schools with "hopkins" anywhere in the text.

4. Click the “Find” button. If you cannot locate your school or teaching hospital then call the Customer Support Center and they will need to add it to the list.

5. Press the <**Tab**> key to navigate to the next block. **NOTE:** School address appears but the specific program may not appear in the **Street** and **Formatted Address Blocks.**

6. Program: Click the LOV to select the program; e.g., Medical Corps.

7. Sub-Program: Click the LOV to select the sub-program; e.g., Family Practice.

8. Use your mouse to move your cursor to the **Street Block**.

9. Edit the information to add program, residency, department, change addresses, etc. Hint: Use the same heading as under the Sub-Program to the left.

10. Click the “Save” button.

11. Place your cursor in the next empty Program field and repeat steps 6 & 7 until all sub-programs within the school are created. You can save all of the rows just entered by clicking the “All” button or just the current row where the curser is by clicking the “Current Row” button. Once you click either the “All” or “Current Row” button, you will return to the *School/Media Assignment Screen*. The programs appear in the **Schools/Media Outlets Block**.

12. Click the “Save” button, and then click the “Exit” button.

26.0 SCHOOL PROFILES

Purpose: Allows you to record school folder information (used to establish ownership) into AFRISS.

Figure 26-1, Button Selections (View/Accept Schools Screen)

26.1 Claim Leads

Purpose: Allows you to claim responsibility for all leads loaded against a school as long as a PIR has not been initiated.

26.2 Key Dates

Purpose: Allows you to record key dates such as school starting dates, ending dates and graduation dates.

1. From the *Mapper Information Screen*, click the "Key Dates" button to display the *Key Dates Screen*.

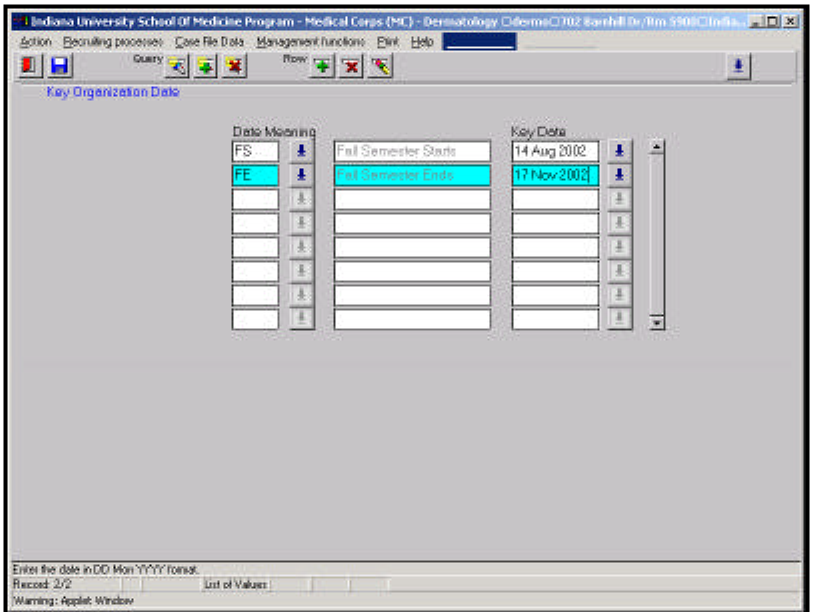


Figure 26-2, Key Dates Screen

2. When this screen is called, the cursor is in the Date Meaning field. Click the LOV to select the meaning.

3. Highlight the applicable "Key Date" and click the "OK" button to select it.

4. Press the <**Tab**> key to move the cursor to the Date field.

5. Enter the date the event is scheduled in the DD MMM YYYY format; e.g., 14 Aug 2002. Otherwise, click the LOV to select the date (AFRISS calendar).

6. Click the "Save" button on the toolbar to commit the key date. Select the next available row to add another key date.

7. Click the "Save" button, and then click the "Exit" button to return to the *Mapper Information Screen*.

26.3 Demographics

Purpose: Used to record a school or program student population broken down by year and year groups (population).

1. From the *Mapper Information Screen*, click the “Demographics” button to display the *Demographics Screen*.

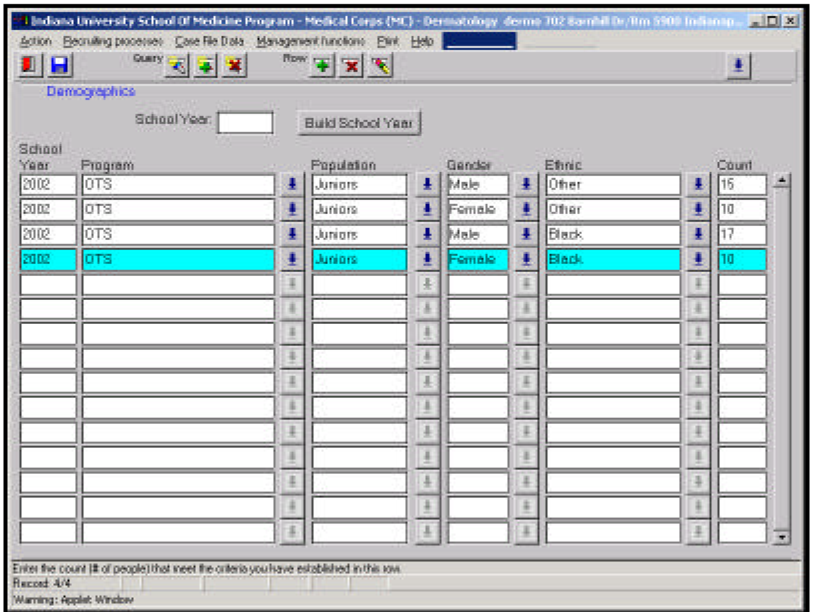


Figure 26-3, Demographics Screen

Parts of the Screen and Steps to Follow:

Demographics Block

NOTE: Top School year and Build school year are not used for OA.

2. School Year: Enter the year in the YYYY format; e.g., 2002, and press the <**Tab**> key.

3. Program: Click the LOV to select the program; e.g., OTS, and then click the “OK” button. Press the <**Tab**> key.

4. Population: Click the LOV to select the population group; e.g., Juniors. Press the <**Tab**> key.

5. Gender: Click the LOV to select the gender; e.g., Male or Female. Press the <**Tab**> key to leave it blank.

6. Ethnic: Click the LOV to select a valid ethnic group; e.g., Black, Hispanic or Other. Press the <**Tab**> key.

7. Count: Enter the number students falling into the category; e.g., 10.

8. Click the "Save" button on the tool bar to commit the record.

9. Once you have completed the demographic information for the select school and school year, and the records are committed, click the "Exit" button.

26.4 School/Media Reports

Purpose: Allows you to select reports that may be printed on the schools.

1. From the *Mapper Information Screen*, click the "School/Media Reports" button to display the *School/Media Folders Screen*.

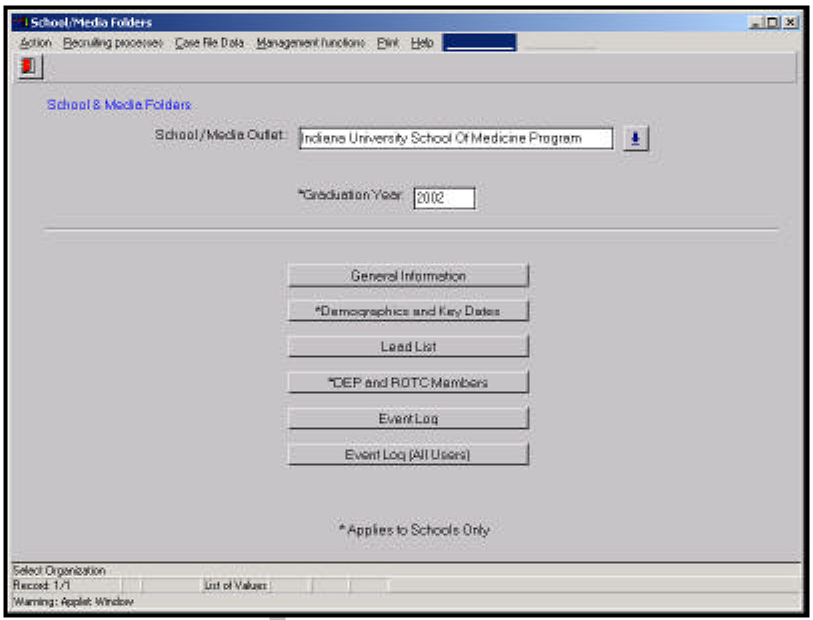


Figure 26-4, School/Media Reports Screen

School & Media Folders Block

2. School/Media Outlet: Click the LOV to select the organization; e.g., Indiana University School of Medicine Program.

3. *Graduation Year: Enter the graduation year in the YYYY format; e.g., 2002. Reports are based on the year selected.

4. General Information: Displays the school's address, direction, telephone and points of contact.

5. *Demographics and Key Dates: Displays schools, demographics and key dates to include career day, base tour and last flight chief visit.

6. Lead List: Displays name, home phone and address.

7. *DEP and ROTC Members: Displays commissioned applicants and Deppers (OTS).

8. Event Log: Displays all events recorded in planning guide based on the year selected. Be specific about school and program.

9. Event Log (All Users): Displays all events.

10. Click the "Save" button, and then click the "Exit" button.

26.5 Points of Contact

Purpose: Allows you to list the key contact personnel in the school or hospital.

1. From the *Mapper Information Screen*, click the "Points of Contact" button to call the *Points of Contact Screen*.

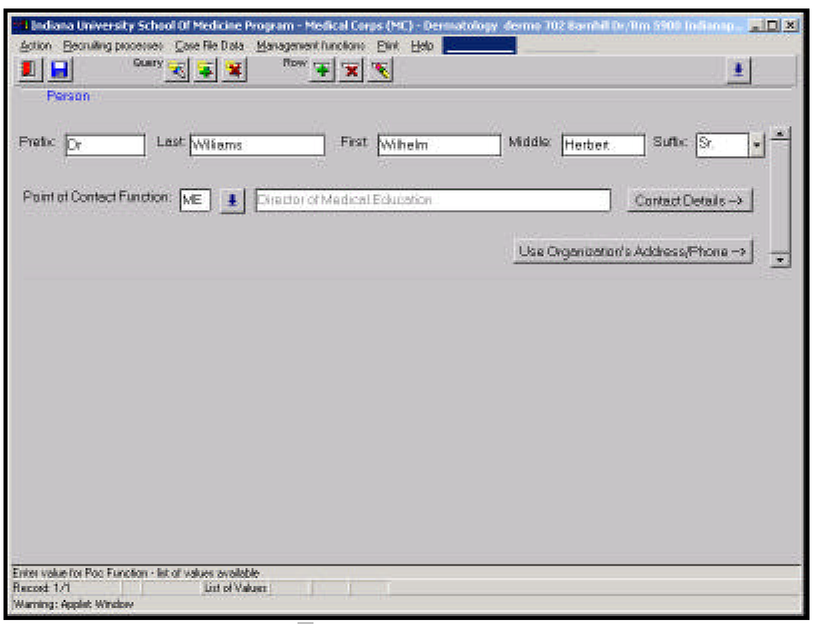


Figure 26-5, Points of Contact Screen

Parts of the Screen and Steps to Follow:

Person Block

2. Prefix. Enter the individual's prefix, if applicable; e.g. Dr.

3. Last: Enter the individual's last name; e.g., Williams.

4. First: Enter the individual's first name; e.g., Wilhelm.

5. Middle: Enter the individual's middle name. If no middle name, enter NMN. If unknown, enter UNK.

6. Suffix: Click the LOV to select a suffix, if applicable.

7. Point of Contact Function: Click the LOV to select the individual's function; e.g., Director of Medical Education. The full title will display in the field to the right.

8. "Use Organization's Address/Phone" button: Click this button if would like to use the same organizational information.

9. "Contact Details" button: Click this button to display the *Contact Data Screen*.

NOTE: If you need to add a new point of contact, click the "Add Row" button (green plus sign) on the toolbar. If you need to make a change to a point of contact, press the <**DOWN ARROW**> key until the contact appears and make changes as required. If you need to delete a contact because he/she is no longer at the organization, press the <**DOWN ARROW**> key until the contact appears. Then click the "Delete Row" button on the toolbar.

10. Click the "Save" button, and then click the "Exit" button.

27.0 MEDIA STATIONS

Purpose: Allows you to input media stations that are the responsibility of the zone.

NOTE: Media stations are not in a database like schools. You will have to create them.

27.1 Media Station Creating/School Acceptance

Parts of the Screen and Steps to Follow:

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Manage Recruiter Activities**>.

3. Then click <**Manage School/Media Programs**> to display the *Mapper Information Screen*.

4. Ensure you have highlighted the proper billet. Press the <**Tab**> key to navigate to the **School/Media Outlets Block**.

School/Media Outlets Block

5. If the block is full, click the box to the left of the Folder Type field, and then click the "Add Row" button (green plus sign) at the top of the screen.

6. Folder Type: Click the drop-down menu button to select <**Marketing**>.

7. Click the "Select Organization" button to display the *Select Organization Screen*.

8. Enter the name of the radio/TV or newspaper media outlet, city, state, etc. Then click the "Apply Filter" button. If the media outlet is not listed, the Organization field will enable. Once again, type the name of the media outlet.

9. Type: Click the LOV to select the marketing type; e.g., Newspaper, Radio, or TV.

10. Click the "Contact Data" button at the bottom of the page and enter the Zip Code, address and phone/fax/email of the media you have created. Click the "Return" button, and then click the "Accept" button.

11. Click the "Save" button, and then click the "Exit" button.

27.2 Media Profile

"School/Media Reports" button: Click this button for a selection of reports that can be printed on the schools.

"Points of Contact" button: List the key contact personnel in the media outlet. You may list more by clicking the "Add Row" (green plus sign) button.

28.0 SCHEDULE, PLAN, AND DOCUMENT THE RESULTS

(Taking credit for your efforts)

Purpose: Allows you to document recruiter activities (planning tool) and create lead lists.

28.1 Planning your Events

Purpose: Allows you to document the planning and results of all recruiting activities normally recorded on a paper-planning guide.

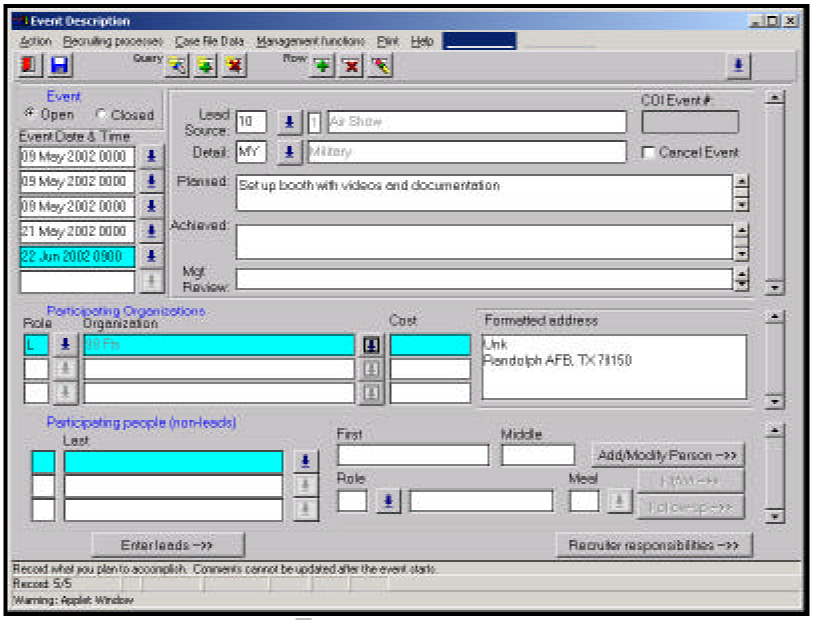


Figure 28-1, Event Description Screen

Event Block

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Manage Recruiter Activities**>.

3. Then click <**Document Recruiting Activities**> to display the *Event Description Screen*.

4. <u>Event Date & Time</u> - Enter event date and time; otherwise, click the LOV to select the date and time (AFRISS calendar). Visits may be planned for one year out or more. If the block is filled, click the “Add Row” button.

5. <u>Lead Source</u>: Used to enter the name of the recruiting event to obtain prospects. Select the lead source from the LOV; e.g., Center of Influence (COI) Event, Air Show. There are several choices included in the LOV (details are provided for the seven events listed below):
   - School Visits
   - COI Leads
   - Non-Lead Events
   - Event Leads
   - Recruiter Generated Mail (RGM) Planning
   - Recruiter Responsibilities

6. <u>Detail</u>: Click the LOV to select a sub-program; e.g., Military.

7. <u>Planned</u>: Enter a statement regarding what you plan to accomplish at the event.

8. Achieved: Do not enter any information until your event has ended or it has been canceled. Remarks may be entered immediately after the event. A comprehensive word picture describing the event would be entered in this field. If you need more space for entry, press <**Ctrl+e**>.

9. Management Review: Allows the flight chief to review and provide comments about the event.

Participating Organizations Block

10. Role: Click the LOV to select the organization's role; e.g., Location.

11. Organization: Click the "Select Organization" button to choose the school, media, etc. for which you are responsible. Otherwise, you must add the organization. The Partial Org Name field appears. Type the % sign, the partial name of the organization you wish to enter, and the % sign following. Click the "Apply Filter" button and select the organization.

12. Cost: Enter cost (for vendors only) in dollars and cents (include $ sign); e.g., $250.67.

13. Formatted Address: Automatically generates.

Participating People (Non-Leads) Block

14. Last: Click the LOV to select the name (points of contacts from schools previously entered). This list consists of non-lead participants. Individuals and contact data not included on this list may be entered in the next block.

15. Click the "Add/Modify Person" button to navigate to the *Add Non-Lead Participating People Screen*. Type the person's last name, first name, middle name and suffix (if applicable).

16. Click the "Contact Details" button to navigate to the *Contact Details Screen*. Enter all required information.

17. You may either click the "Enter Leads" button or the "Recruiter Responsibilities" button. If you choose the "Enter Leads" button, you navigate to the *Create Lead Screen*. By clicking the "Recruiter Responsibilities" button, you may add a fellow recruiter who will accompany you, and the information will transfer to his/her *Event-Planning Screen*.

18. You may cancel an event using the Cancel Event field. This must be done prior to entering Achieved remarks or entering leads; once this is done, you cannot cancel it.

NOTE: If during the school visit you met two students interested in Air Force opportunities, you can record their names on this screen to get credit for them in the school folders and enter them as leads to follow up with them. Click the "Enter Leads" button. This takes you to the *Create Lead Screen*.

28.2 COI

Purpose: Used as an indispensable tool to document the planning and results of all recruiting activities normally recorded on a paper-planning guide.

NOTE: This process is similar to the School Visits process. The difference is the addition of the location, vendor, meal cost, and whether or not the applicants eat.

28.3 Non-Lead Events

This event is used to document/plan all non-lead generating activities (personal or military appointments) such as training, flight meetings, medical.

1. Navigate to the *Event Description Screen*. Place the cursor in the <u>Event Date & Time</u> field, and then click the "Add Row" button.

2. Click the LOV to select the date and time.

3. <u>Lead Source</u>: Click the LOV to select the lead source; e.g., Other Military Event.

4. <u>Planned</u>: Enter remarks concerning personal appointments.

5. Click the "Save" button, and then click the "Exit" button.

28.4 Leads

For every type of recruiting event the recruiter attends under the lead source, you can enter new leads by clicking the "Enter Leads" button.

1. Click the "Enter Leads" button to navigate to the *Create Lead Screen*. This screen is used to enter all leads except walk-ins or call-ins.

2. Ensure you choose the correct program and graduation year (school leads). You can enter multiple programs and grad years by using the "Add Row" button.

3. Leads entered that are neither duplicate checked, accepted or rerouted remain in a dormant state and cannot be worked. You may access them by clicking the "Unaccepted Leads" radio button on the *Select Lead Screen*. These leads are identified in various reports as "leads in limbo." It is important to finish the process of duplicate checking, accepting or rerouting all entered leads. Leads entered here do not show up on any lead list until they are accepted.

NOTE: Mandatory information to accept a lead is Name, Gender and Contact Information.

If the event-created leads are not yours, you can get credit for lead generation. Check re-route next to all names to be re-routed. When you click the "Re-Route" leads button they will automatically be sent to the correct recruiter for the lead. (For the lead to be routed correctly they MUST have a complete correct address, so MAPINFO can determine which recruiter should receive it.)

29.0 ZONE MARKET SURVEY DATA SCREEN

Purpose: This functionality was developed to provide recruiters with the ability to collect data used to complete the AETC Form 1389, Market Survey.

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Manage Recruiter Activities**>.

3. Then click <**Zone Market Survey Data**> to display the *Zone Market Survey Data Screen.*

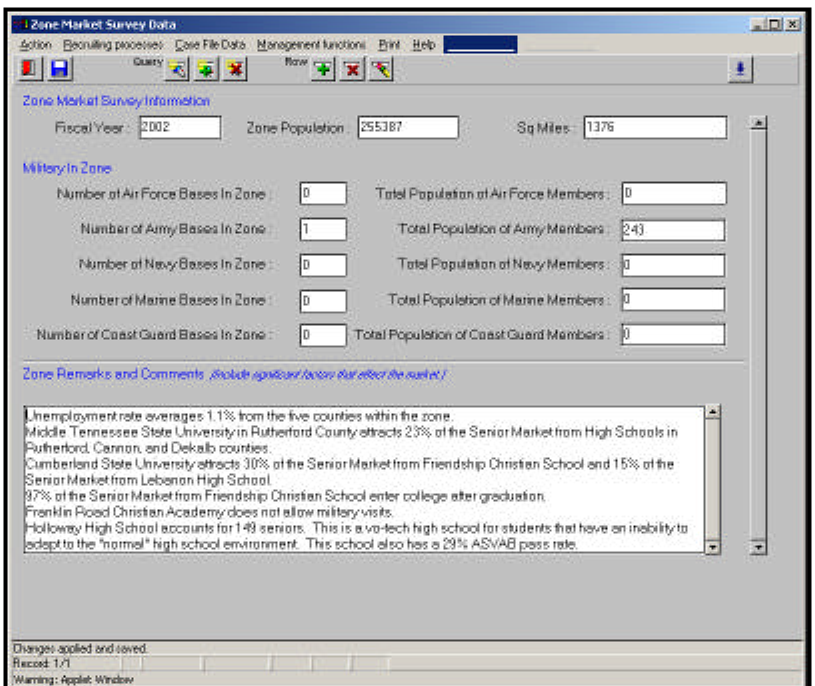


Figure 29-1, Zone Market Survey Data Screen

Parts of the Screen and Steps to Follow:

Zone Market Survey Information Block

4. Fiscal Year: Enter the fiscal year this data is being collected for in the YYYY format; e.g., 2002.

5. Zone Population: Enter the population of the zone for that billet; e.g., 255387.

6. Sq Miles: Enter the total square miles covered by the billet's zone; e.g., 1376.

Military in Zone Block

7. Number of Air Force Bases In Zone: Enter number of Air Force bases in the billet's zone; e.g., 0.

8. Total Population of Air Force Members: Enter total number of Air Force members within the billet's zone; e.g., 0.

9. Number of Army Bases In Zone: Enter number of Army bases in the billet's zone; e.g., 1.

10. Total Population of Army Members: Enter total number of Army members within the billet's zone; e.g., 243.

11. Number of Naval Bases In Zone: Enter number of Navy bases in the billet's zone; e.g., 1.

12. Total Population of Navy Members: Enter total number of Navy members within the billet's zone; e.g., 0.

13. Number of Marine Bases In Zone: Enter number of Marine bases in the billet's zone; e.g., 0.

14. Total Population of Marine Members: Enter total number of Marine members within the billet's zone; e.g. 0.

15. Number of Coast Guard Bases In Zone: Enter number of Coast Guard bases in the billet's zone; e.g., 0.

16. Total Population of Coast Guard Members: Enter total number of Coast Guard members within the billet's zone; e.g., 0.

Zone Remarks and Comments Block

17. Enter information pertaining to the billet's zone, including information that has an impact on the zone's market, e.g., employment rates, colleges and statistical data relative to your market.

18. Click the “Save” button, and then click the “Exit” button.

30.0 RECRUITER REPORTS

Purpose: Allows you to select a recruiter report for printing.

1. From the *AFRISS Main Menu Screen*, click <**Print**>.

2. Click <**Recruiter Reports**>.

3. Then click (highlight) the desired program; e.g., NC.

4. Finally, click the “OK” button to display the *Recruiter Reports Screen*.

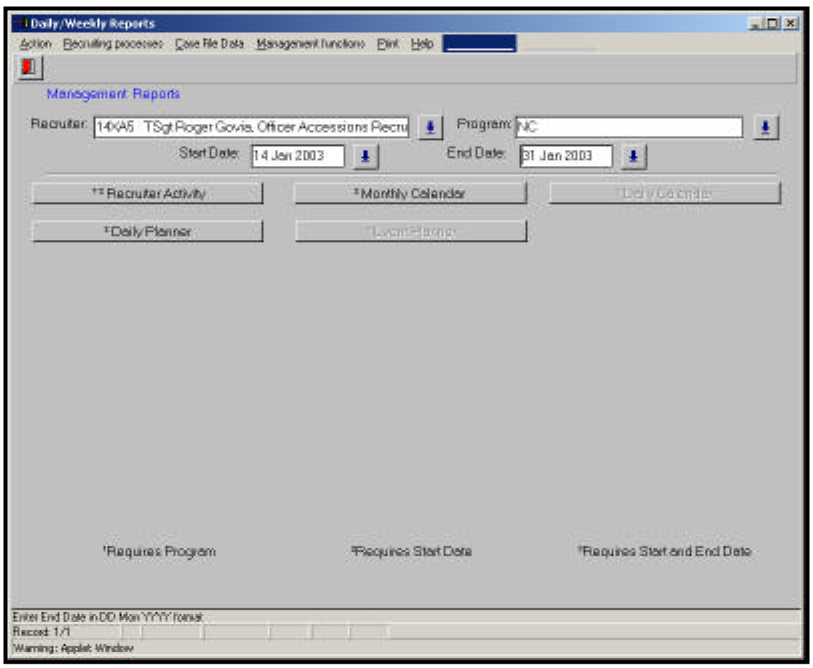


Figure 30-1, Recruiter Reports Screen

Parts of the Screen and Steps to Follow:

Management Reports Block

5. Recruiter: Automatically displays recruiter’s information; however, if you are at the Flight Chief or above level, click the LOV to make your selection.

6. Program: Automatically displays. If you would like to change the program, click the LOV.

7. Start Date: Automatically displays current date. If you would like to change the date, click the LOV (AFRISS calendar).

8. End Date: Automatically displays the last day of the current month. If you would like to change the date, click the LOV (AFRISS calendar)

9. "Recruiter Activity" button: Click to display the recruiter's weekly activities.

10. "Daily Planner" button: Click to display appointments, follow ups, applicants who have activities that need to be completed by the recruiter or someone above the recruiter's level and planned events.

11. "Monthly Planner" button: Click to display planned events in a monthly calendar format.

12. "Event Planner" button: Not used at this time.

13. "Daily Calendar" button: Not used at this time.

14. Once you select the report, Adobe Acrobat displays the report on the screen. To print the actual report, you must click the "Print" button in Adobe Acrobat once the report is displayed.

15. To exit Adobe Acrobat, click the "X" in the top right-hand corner of the report to return to the *Recruiter Reports Screen*.

16. Click the "Exit" button to return to the *AFRISS Main Menu*.

31.0 MARKETING REPORTS

Purpose: Allows you to select a marketing report for printing.

1. From the *AFRISS Main Menu Screen*, click <**Print**>.

2. Click <**Marketing Reports**>.

3. Then click (highlight) the desired program; e.g., NC.

4. Finally, click the "OK" button to display the *Marketing Reports Selection Screen*.

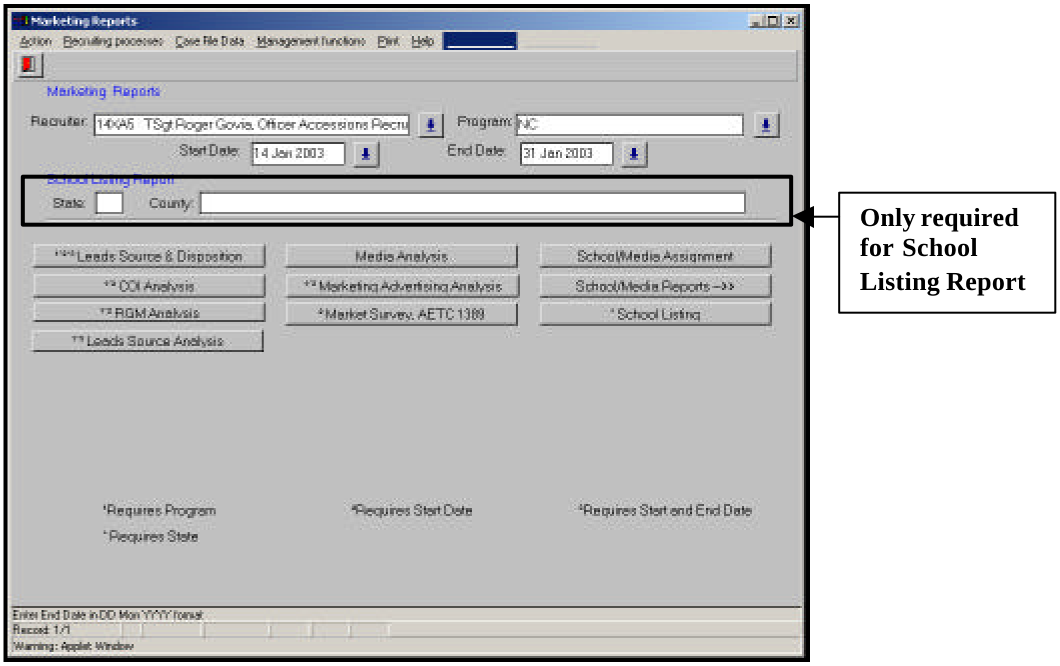


Figure 31-1, Marketing Reports Screen

Marketing Reports Block

5. Recruiter: Automatically displays recruiter's information; however, if you are at the Flight Chief or above level, click the LOV to make your selection.

6. Program: Automatically displays. If you would like to change the program, click the LOV.

7. Start Date: Automatically displays current date. If you would like to change the date, click the LOV (AFRISS calendar).

8. End Date: Automatically displays the last day of the current month. If you would like to change the date, click the LOV.

School Listing Report Block (Not applicable unless used for School Listing Report)

9. State: Enter the two-letter abbreviation for the state; e.g., TX.

10. County: Leave blank for all counties within the state; otherwise, enter the partial or full name of the county; e.g., Bexar.

Other Reports

11. "Leads Source and Distribution" button: Lead source breakout—number of leads by event.

12. <u>“COI Analysis” button</u>: Number of leads generated by COI—number breakdown to cost.

13. <u>“RGM Analysis” button</u>: Breakdown of RGM sent to leads received—disposition of leads sent RGM.

14. <u>“Leads Source Analysis” button</u>: Breakdown of all lead sources of leads received.

15. <u>“Media Analysis” button</u>: Displays media events.

16. <u>“Marketing Advertising Analysis” button</u>: Interest/Information supplied by recruiters in pre-qualification.

17. <u>“Market Survey, AETC 1389” button</u>: Can only be printed at the recruiter level.

18. <u>“School/Media Assignment” button</u>: Listing of all school/media outlets.

19. <u>“School/Media Reports” button</u>: Reports for each school/media outlet.

20. <u>“School Listing” button</u>: Listing of schools by state and county.

21. Once you select the report, Adobe Acrobat displays the report on the screen. To print the actual report, you must click the “Print” button in Adobe Acrobat once the report is displayed.

22. To exit Adobe Acrobat, click the “X” in the top right-hand corner of the report to return to the *Marketing Reports Screen*.

32.0 PROSPECTING

32.1 Recruiter Responsibilities

Telephone prospecting and RGM may be tracked, documented, and planned in AFRISS.

32.2 Telephone

Purpose: Allows you to phone prospect to all lead sources. There are four ways to get leads into AFRISS:

- <u>National Leads</u>: You accept these by reviewing newly received leads. Refer to *Review New Leads Screen*. These are Priority 1 leads! These leads are from the 1-800-423 USAF, prospects sending in mail-back cards and rerouting.

- <u>Applicant Generated Leads</u>: Walk in, call-in and perpetuated leads entered in the *Create Lead Screen*. These are Priority 1 leads.

- Event Generated: They are entered via the *Event Description Screen*. Depending on the flight chief's policy, these are Priority 1, 2, and 3 leads.

- ASVAB Leads: Priorities 1, 2 and 3 leads (loaded and automatically accepted). Loaded from the daily file received from USMEPCOM. USMEPCOM will release that file based on the date indicated by the testing school.

There are **two** ways to prospect depending on the priority of leads to be contacted. Contacting Priority One leads is best by using the **first** method as follows:

Parts of the Screen and Steps to Follow:

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Work Leads/Applicants Currently in System**>.

3. Then click <**Select Leads/Applicants**>.

4. Program: Click the LOV to select the program name; e.g., OTS. If you do not click the Program LOV, click the "Priority 1" radio button to obtain a list of **all** Priority 1 leads. At the same time note the "Telephone Prospecting" button has appeared. Click the "Telephone Prospecting" button to go to the *Working Priority 1 Leads Screen*. This screen is the avenue to the *Telephone Prospecting Screen*. The *Working Priority 1 Leads Screen* allows the recruiter to either call the leads or work the lead. **NOTE:** The "Not Contacted" radio button is the only one selected and cannot be changed.

5. To begin telephone-prospecting click the "Call Lead" button--This takes you to the *Telephone Prospecting Screen*. **NOTE:** You won't see the words "Telephone Prospecting Screen" anywhere on the screen.

6. At the top of the screen you see the prospect's name and personal information. All prior comments may be seen without having to run the Follow-Up History Report. *** You must set a follow up on Priority 1 leads but not on Priority 2 and 3 leads. You now have the ability to prospect to all of your open Priority 1 leads from one screen.

7. Ensure you make your telephone contact attempt.

8. Click the "Contacted" or "Not Contact" button to display the Remarks Editor box.

9. Enter any remarks.

10. Set a new follow-up or appointment if desired (mandatory for Priority 1 leads). The system will remind you if it is a P1 lead.

11. Click the "Next Lead" button to move to the next lead in the list.

12. When you are done, click the “Return” button to go back to the list of names.

13. “CCMAPPEDDS” and “Height/Weight” buttons are available to use if you contact the applicant.

The **second** way to telephone prospect is by following these steps. It is the method used to refine leads from lists entered though the *Event Description Screen* (e.g., school lists).

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Work Leads/Applicants Currently in System**>.

3. Then click <**Conduct Telephone Prospecting**>.

4. Click the “School Leads” or the “Marketing Lead Lists” radio button to view leads from one or the other, and then click the “Apply Filter” button.

NOTE: The query function may be used to query in any of the blocks on this screen.

5. Highlight the list you want to prospect from and click the “Details” button.

The selection of names will vary depending on your choice of one of the following:

- Not Contacted: Leads never contacted.
- Closed: Closed leads in the list (e.g., disqualified, not interested).
- Suspended: Leads put in limbo to re-contact them at a later date (e.g., will grad at a later date but are still interested, getting off probation).
- All: All the leads.

6. If the list you selected is a school list, you can check the "Entire School List" box to telephone-prospect the entire school list for the school year you have selected.

7. Click the “Call Lead” button to begin Telephone Prospecting. You can review the information on screen before making the call, including every comment ever made to the applicant's record.

8. Ensure you make your telephone contact attempt.

9. Click the "Contacted" or "Not Contacted" radio button. (This will turn on the “Follow-up” and “Appointment” buttons.)

10. Enter any remarks.

11. Set a new follow-up, or appointment if desired (mandatory for Priority 1 leads). The system will remind you if it is a P1 lead.

12. Click the “Next Lead” button to move to the next applicant in the list.

13. When you are done, click the "Return" button to go back to the list of names.

14. "CCMAPPEDDS" and "Height/Weight" buttons are available to use if you contact the applicant.

15. Click the "Save" button, and then click the "Exit" button.

33.0 RGM

Purpose: Allows you to generate labels for leads from a lead list. Use the Avery 5161 labels, which have two columns of ten labels (total of 20 labels per page).

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Work Leads/Applicants Currently in System**>.

3. Then click <**Recruiter Generated Mail (RGM)**> to display the *Work Grouped Leads Screen*.

33.1 Selecting the Lead List

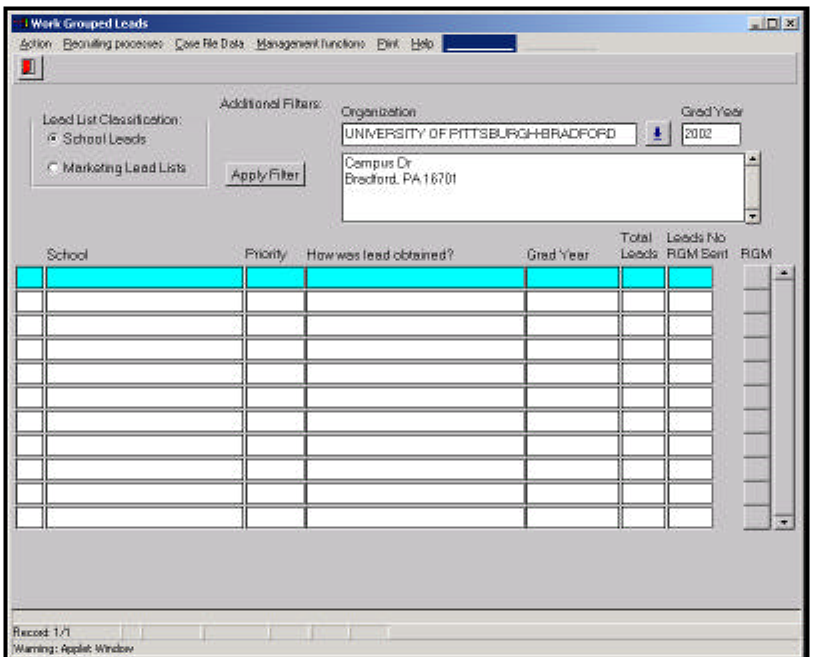


Figure 33-1, Work Group Leads Screen

Parts of the Screen and Steps to Follow:

1. Query for the lead list(s) to select from.

    a. Lead List Classification: Click the "School Leads" radio button selected for a school list or the "Marketing Lead List" radio button for a marketing lead list.

    b. Enter a school or marketing organization name in the Organization field or click the LOV to select a school or marketing organization for which the billet has claimed ownership. The field may be left blank to select all available school lists or marketing organizations for which ownership has been claimed depending on the lead list classification selected.

    c. Enter the grad year in the YYYY format or leave it blank. Entering a grad year will only call lead list for the year specified, if available.

    d. Click the "Apply Filter" button to get the results of the query.

NOTE: The following fields are *View Only*.

2. School: Displays the school name the select list came from.

3. Priority: Displays the priority of the leads in the list.

4. How was the lead obtained?: Displays the lead source for the list.

5. Grad Year: Displays the year the leads in the list are scheduled to graduate.

6. Total Leads: Displays the total leads in the list.

7. Leads No RGM Sent: Displays the number of leads on the list with no RGM attempt made. This field only displays after the row is selected.

8. Highlight the name(s) for which want to send RGM.

9. Click the "RGM" button to the right of the selected row(s).

NOTE: Clicking the button for an unselected row calls the row the button is on, not the selected row.

33.2 Selecting the Leads to Send RGM

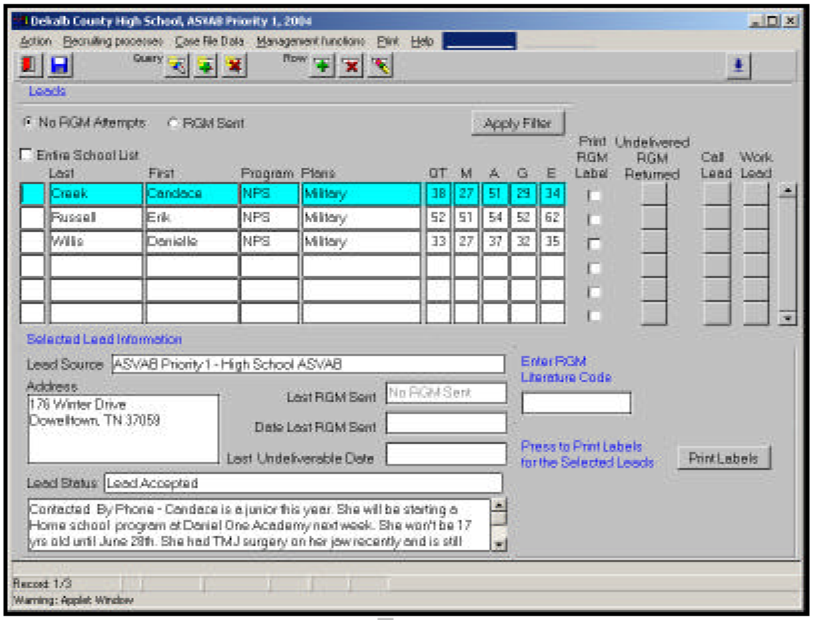


Figure 33-2, RGM Screen

Leads Block

1. "<u>No RGM Attempts" radio button</u>: Queries and displays all leads on the list with no RGM attempt made.

2. <u>"RGM Sent" radio button</u>: Queries and displays all leads on the list with an RGM attempt made.

3. <u>"Entire School List" check box</u>: Queries and displays all leads for the select school and grad year based on the radio button selected.

4. <u>"Apply Filter" button</u>: Click this button for a filtered list of leads.

5. <u>Last</u>: Displays the lead(s) last name.

6. <u>First</u>: Displays the lead(s) first name.

7. <u>Program</u>: Displays the lead(s) application type.

8. <u>Plans</u>: Not applicable.

9. <u>QT</u>: Not applicable.

10. <u>M</u>: Not applicable.

11. A: Not applicable.

12. G: Not applicable.

13. E: Not applicable.

14. "Print RGM Label" check box: Click this box to select the leads for which a label will be printed when the "Print Label" button is clicked.

15. "Undeliverable RGM Return" button: Click this button to update an applicant as having a RGM returned. The *Contact Information Screen* displays to allow you to update the address, if required. If no RGM attempts have been made, or all RGM attempts made have already been updated as undeliverable, this function will not work.

16. "Call Lead" button: Click this button to navigate to the *Create Lead Screen* for the selected lead.

17. "Work Lead" button: Click this button to navigate to the *Work Lead Screen* for the selected lead.

Selected Lead Information Block

18. Lead Source: Displays the lead source of the selected applicant.

19. Selected Lead Address: Displays the formatted address of the selected lead. **NOTE:** This is how the address will look on the label minus the applicant's name.

20. Last RGM Sent: Displays the Literature (LIT) code of the last RGM sent to the selected applicant. Displays "No RGM Sent" if RGM has never been sent to the applicant.

21. Date Last RGM Sent: Displays the date the last RGM was sent to the select lead.

22. Last Undeliverable Date: Displays the date of the last undeliverable RGM.

23. Lead Status: Displays the status of the lead. Lead Accepted, Closed, PIR, DEP, etc. All statuses except lead accepted and closed will have the Print RGM Label check box, "Undeliverable RGM Returned" button, "Call Lead" button and "Work Lead" button turned off and not usable.

24. Remarks Box: Once an applicant is highlighted, the three instances remarks display are as follows: (1) Closed applicant—displays reason for closure. This helps negate sending RGM to an applicant who should not receive one; e.g., death or permanent disqualification (2) Open applicants—displays the last follow-up comments, and (3) Applicants with no follow up—remarks display "No follow-up comments found."

25. Enter RGM Literature Code: Allows you to enter the LIT code of the RGM sent to the selected leads. This field must be populated or a message will appear and the labels will not be produced.

26. “Print Labels” button: Click this button to prints the label report in order to print the labels.

27. Place a check in the “Print RGM label” check box for the leads for whom RGM labels are to be generated.

28. Enter an applicable RGM LIT Code in the RGM Literature Code field.

29. Click the “Print Label” button.
Result: A message appears informing you to ensure the Avery 5161 labels are loaded in the printer and to push the “OK” button after the label report is generated. The report will be generated with the names and addresses of the selected leads. Print the labels by clicking the “Print” button on the label report.

30. Click the “OK” button for the message. The list will requery and only display those leads with no RGM attempt.

34.0 RECORD ACTIONS

Purpose: Allows you to request and respond to other levels of recruiting. This screen is used for flowing information up and down the chain of command. It is used to document actions and remarks concerning those actions against an applicant and for notifications and responses between the recruiter and other levels of recruiting.

NOTE: You need to be in the *Select Leads/Applicants Screen or Create Lead Screen* and have an applicant selected to access the Record Actions features.

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Work Leads/Applicants Currently in System**>.

3. Then click <**Select Leads/Applicants**>.

4. Select the applicant and click the “Record Actions” button to display the Record Actions Screen.

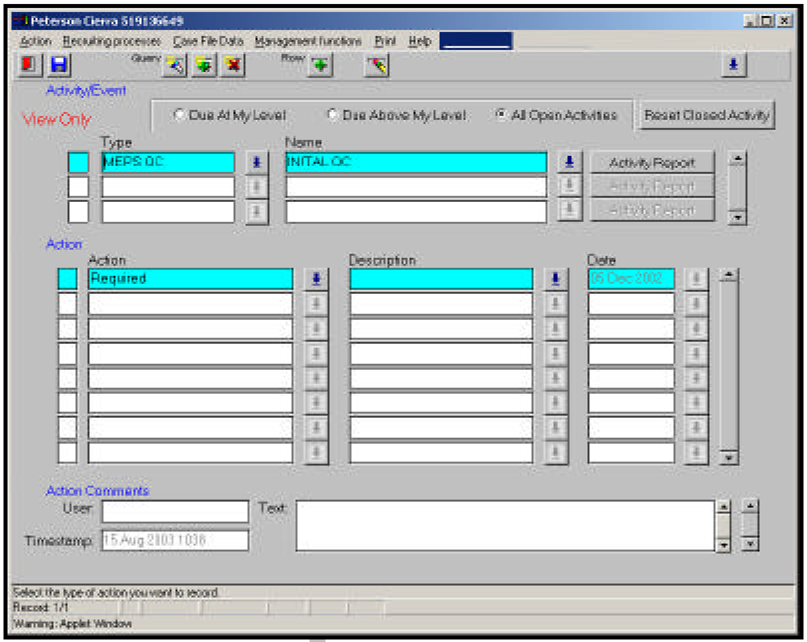


Figure 34-1, Record Actions Screen

Parts of the Screen and Steps to Follow:

Activity/Event Action Block

Note: There are several different activity/event types. Some can be chosen and others are automatically generated by AFRISS.

1. <u>Due at My Level radio button</u>: Requests must be responded to at the user's responsibility level.

2. <u>Due Above My Level radio button</u>: Actions due above the user's responsibility level. This will be "View Only" to the "Due at my level" user.

3. <u>All Open Activities radio button</u>: All open (have not been answered) requests against this applicant at all responsibility levels. This will be "View Only" to the "Due at my level" user.

4. <u>Reset Closed Activity button:</u> Allows for a closed processing activity to be reopened or reset for further processing.

5. <u>Type</u>: Click the LOV to select the type of activity being recorded. Automatically generates; e.g., Special Processing.

6. <u>Name:</u> Defines the process, waiver, or documentation. Automatically generates; e.g., Age Waiver.

7. Action: Defines the status of the activity; e.g. “Initiated”, “Working”, “Forwarded to”.

8. Description: Click the LOV to select the action description; e.g., “Recommend Approval”.

Action Comments Block

9. Identifies the latest user, time of update and any comments pertaining to the application.

34.1 OA Application Actions

Purpose: Review application Quality Control (QC) results and notify the flight chief when applications are initiated and completed. This is also used for routing the application from the recruiter all the way up to the program manager.

34.1.1 Recruiter Role

Select the applicant from the *Select Lead/Applicant Screen* for subsequent routing through the chain of command to meet a selection board.

1. Click the “Record Actions” button to navigate to the *Record Actions Screen*.

2. Type: Automatically generates. “OA Application Actions” is used to designate those actions pertaining to the application being routed from the recruiter through the flight chief to the processors.

3. Name: Automatically generates.

4. The **Action Block** shows the date the application is working and QC check is required “By Recruiter.”

5. Before the application can be forwarded to the flight chief, it must be quality control checked by the recruiter.

6. You recognize the QC has been completed with or without errors by viewing the Action and Description fields.

7. To forward the application to the flight chief, click your mouse in the Action field and click the “Add Row” button. Then select from the LOV. This displays two choices: “Canceled” or “Release Application to Flight Office.”

8. Select “Release Application to Flight Office,” and then click the “OK” button.

9. Click the “Save” button to forward the application to the flight chief.

34.1.2 Flight Chief Role

The flight chief would be prompted to take action on this request to review the application as follows:

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Work Alternate Office Leads/Applicants**> to navigate to the *Work Other’s Leads/Applicants Screen*.

3. The OA flight bucket being displayed allows the flight chief access to all applicants due at his/her level for a response. This screen must be kept open in order to view the data.

4. Without closing the *Work Other’s Leads/Applicants Screen*, click <**Recruiting Processes**>.

5. Click <**Work Leads/Applicants Currently in the System>**.

6. Then click **<Select leads/Applicants**>.

7. Click the “Due at My Level” radio button for a list of all applicants requiring action by the flight chief.

8. Highlight one of the applicants, and then click the “Record Actions” button to display the *Record Actions Screen*.

9. The actions taken against this applicant are shown in the order from the most recent (top) to the oldest (bottom) each having a time stamp. In this case, a QC check (see Steps 10–13) is required by the flight before the application can be submitted up the chain.

To perform a QC check, follow these steps:

10. From the *AFRISS Main Menu*, click <**Print**>.

11. Click <**Applicant Reports**> to display the *Applicant Reports Screen*.

12. Check the box to the left of “Quality Control” and click the “Print” button. This displays an Adobe Acrobat form showing the errors on the application. You may either view it or print a hard copy.

13. Click the “Exit” button to return to the *Record Actions Screen*.

14. Once the flight chief completes the QC check on the application, it can be forwarded up to the processors with or without errors. The flight chief's next action options may be viewed by adding a row to the **Action Block**.

15. Place the cursor in one of the Action fields and click the "Add Row" button.

16. Highlight "Forwarded to AFRS Processors" and click the "OK" button. The other two options are to cancel or return the application to the recruiter.

17. Click the "Save" button, and then click the "Exit" button.

34.1.3 Processor Role

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Work Alternate Office Leads/Applicants**> to display the *Work Other's Leads/Applicants Screen*.

3. The Air Force Recruiting Service Officer Accession Processor Bucket being displayed allows the flight chief access to all applicants due at his/her level for a response. This screen must be kept open in order to view the data.

4. Without closing the *Work Other's Leads/Applicants Screen*, click <**Recruiting Processes**>.

5. Select <**Work Leads/Applicants Currently in the System>**.

6. Choose **<Select Leads/Applicants**>.

7. Click the "Due at My Level" radio button for a list of all applicants requiring action by the processor.

8. Highlight one of the applicants, and then click the "Record Actions" button to display the *Record Actions Screen*.

9. The actions taken against this applicant are shown in the order from the most recent (top) to the oldest (bottom) each having a time stamp. The QC check is optional by the processors.

10. To forward the application from the processor to the program manager, place the cursor in the Action field and click the "Add Row" button.

11. Highlight "Forwarded to Program Manager" and click the "OK" button.

12. Click the "Save" button, and then click the "Exit" button.

34.2 MEPS Processing

Purpose: Allows you to request processing actions (MEPS scheduling) e.g., physical, AFOQT.

Use the **Remarks Block** to tell the MEPS what you want and when you want it. MEPS will document the results of the physical in AFRISS in the MEPS Workflow.

After you have completed the PIR Workflow, you may request MEPS Processing for the applicant.

1. From the *AFRISS Main Menu*, click <**Work Leads/Applicants Currently in System**>.

2. Click <**Select Leads/Applicants**>.

3. Click the "PIR" radio button.

4. Highlight one of the applicants and click the "Record Actions" button.

5. Select the first available row by placing the cursor in the box to the left of the Type field.

6. You are prompted to click the LOV to select the Activity Type.

7. Select "MEPS Processing," and click the "OK" button to populate the Name field with MEPS Processing.

8. Press the <**Tab**> key and "Request to be Scheduled" displays. Again, press the <**Tab**> key to call the Remarks Editor box.

9. Enter remarks to inform the Liaison Non-Commissioned Officer (LNCO) what the applicant needs to do while at MEPS (physical, Dep In, AFOQT).

10. Once you enter the remarks, click the "OK" button.

11. Click the "Save" button on the toolbar to commit the release the request to MEPS, and then click the "Exit" button to return to the previous screen.

12. Once MEPS schedules the applicant, the date of the physical may be reviewed in the *Record Actions Screen* (Due Above My Level).

13. The results of the applicant's physical may be reviewed in the Applicant Data Report (after MEPS enters data in AFRISS).

14. If you choose to review MEPS Processing History, click <**Print** >and then click <**Applicant Reports**>. Check the "Application History (Chronology)" box and click the "Print" button.

34.3 Special Processing

Completing the waiver workflow at the recruiter level will be noted here for chain of command to approve/disapprove/response. Recruiters notify flight chiefs that waivers, eligibility determinations, and exceptions to policies are ready for review after the recruiter completes them and makes entries into the *Record Actions Screen*. It also notifies squadron operations credit checks are ready for review. When a recruiter initiates a credit check, it is sent up to OPS for processing. If the conclusion is unfavorable, OPS will request an FED from a recruiter through Record Actions. Enter all comments about the waiver in the **Remarks Block**--part of the electronic process. Print 1415 for waivers and have applicant and Recruiter Identification Code sign. Retain at Air Force Recruiting Office. Once the waiver process is complete, either disapprove or approve or request for more information.

NOTE: If you need to perform a credit check, navigate to the Credit Check Workflow and answer all questions.

1. After you run the Credit Check Workflow, "Special Processing Initiated" automatically displays on the *Record Actions Screen*.

2. Place your cursor in the **Initiated Block** and click the "Add Row" button.

3. Select "Forwarded to Squadron Operations" to forward the request for credit check processing. Otherwise, select "Cancel" and click the "Save" button.

4. Squadron Ops reviews the credit check and determines if a FED is required. "FED Required" automatically generates the FED in the Name field.

5. The recruiter must navigate to the FED Workflow (refer to next section) to process the FED. Upon completion click the "Save" button, and then click the "Exit" button to navigate to the *Select Leads/Applicants Screen*.

34.4 Physical Measures

Purpose: Allows you to request results (use for physical pulls, not for scheduling).

After you complete the PIR Workflow, you can request the applicant's physical measures. The physical measure request is only used to request the LNCOs pull applicant's MEPS processing results from the past or for another component.

1. In the *Record Actions Screen*, select the first available row by placing the cursor in the box to the left of the Type field.

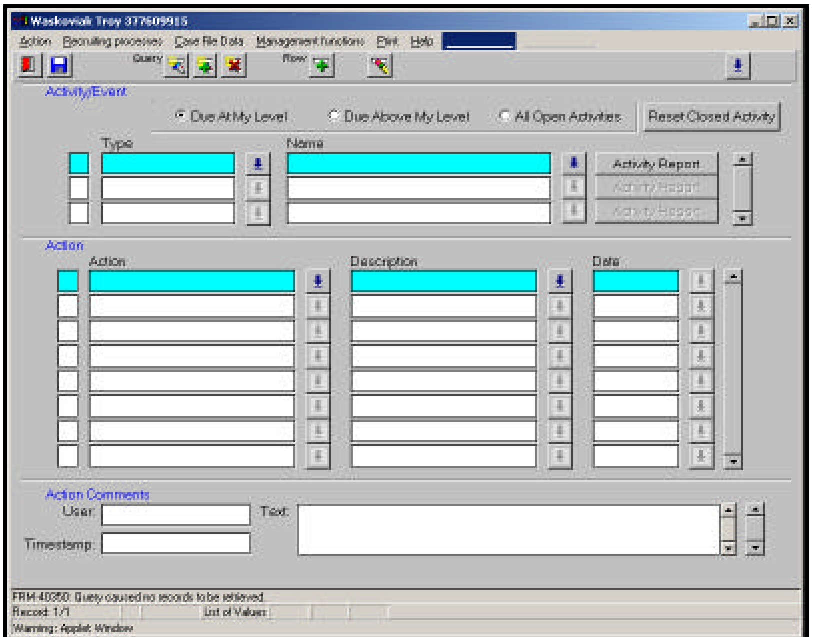


Figure 34-2, Record Actions Screen

2. You are prompted to click the LOV to select the Activity Type.

3. Select "Physical Measures" and click the "OK" button. Choose the specific activity and click the "OK" button.

4. Select "Height/Weight" to get the applicant's MEPS height and weight results, or select "Physical" to pull the applicant's complete physical result. Click the "OK" button.

5. Press the <**Tab**> key to enter "Request Results" in the Action field. Then, press the <**Tab**> key to display the Remarks Editor box to enter applicable comments.

6. Enter the remarks to inform the LNCOs where the applicant took the physical, for which component the applicant took the physical and the approximate date of the physical. Click the "OK" button.

7. Click the "Save" button on the toolbar to commit the release request to MEPS, and then click the "Exit" to return to the previous screen.

34.5 Management Review

Purpose: Allows you to respond to a management review from the flight chief.

1. After reviewing an applicant's data, the flight chief may request information about the applicant using the Management Review.

2. You respond to the Management Review by navigating to the *Record Actions Screen* after choosing the "Due at my Level" radio button.

3. Review the flight chief's comments concerning the applicant. Place the cursor in the

Action Acknowledge Block.

4. Click the "Add Row" button and if acknowledgement is required, enter comments in the Remarks Editor box.

5. Click the "Save" button. The flight chief will get the response by clicking the "Due at my Level" radio button.

6. Click the "Exit" button.

35.0 RECORD ACTIONS – SPECIAL PROCESSING

35.1 Reset/Reopen of closed special processing actions.

Purpose: Allows for a closed special processing action to be reopened or reset for further or continued processing by the recruiter.

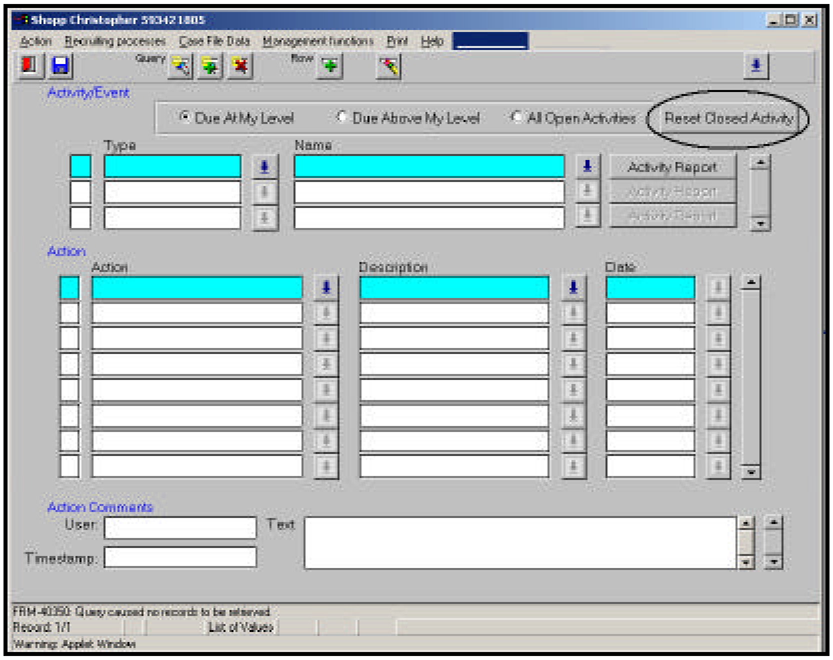


Figure 35-1, Record Actions Screen – Reset Closed Activity

1. Click on the Reset Closed Activity button. If there are any closed special processes for the applicant, the special processes selection window will display.

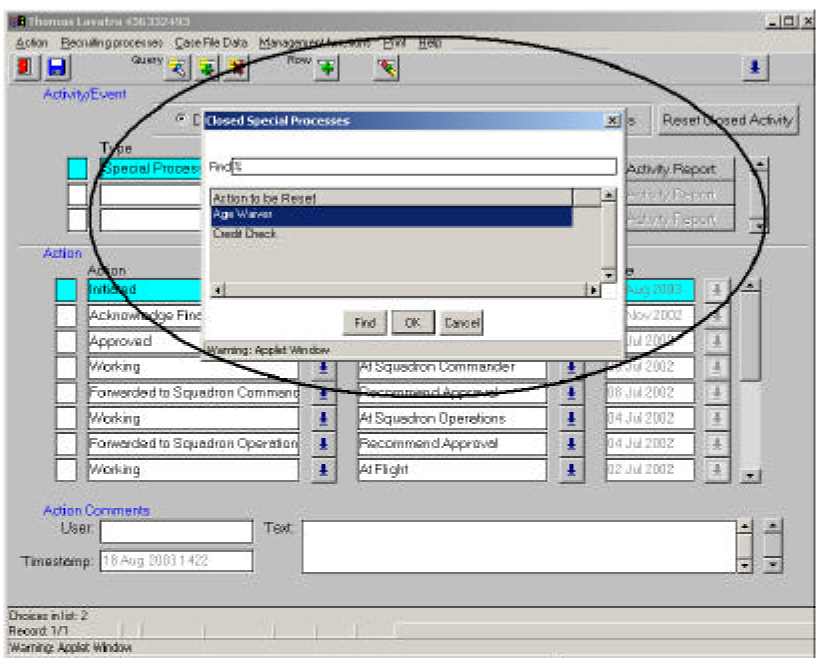


Figure 35-2, Closed Special Processing Selection Window

2. Select the Closed Special Processes to be reopened or reset and click OK. The “Reset Closed Activity” window displays, asking you to confirm (Yes) or cancel (No) the resetting action.

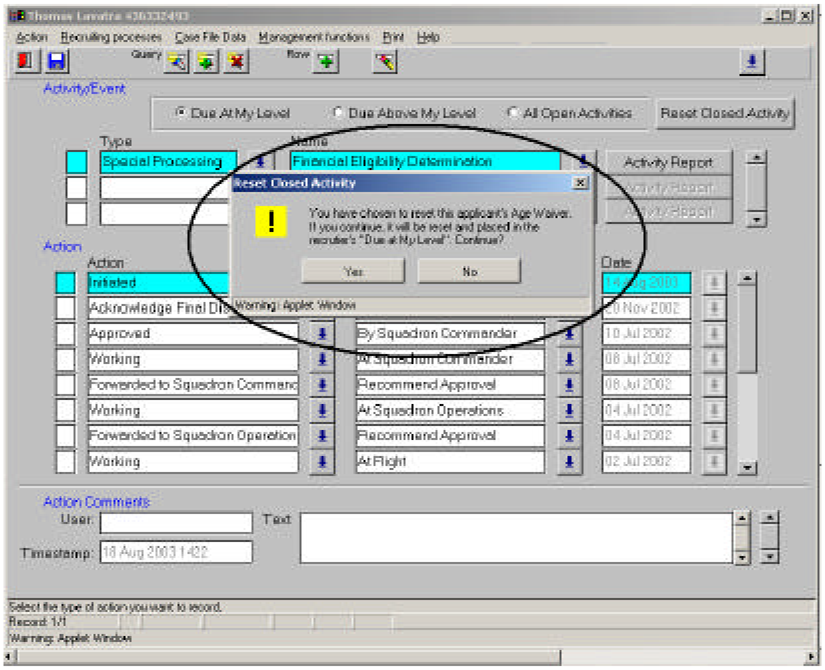


Figure 35-3, Reset Closed Activity Validation Window

3. Select <Yes>. This action resets the process to the originating Recruiter level to be reworked.

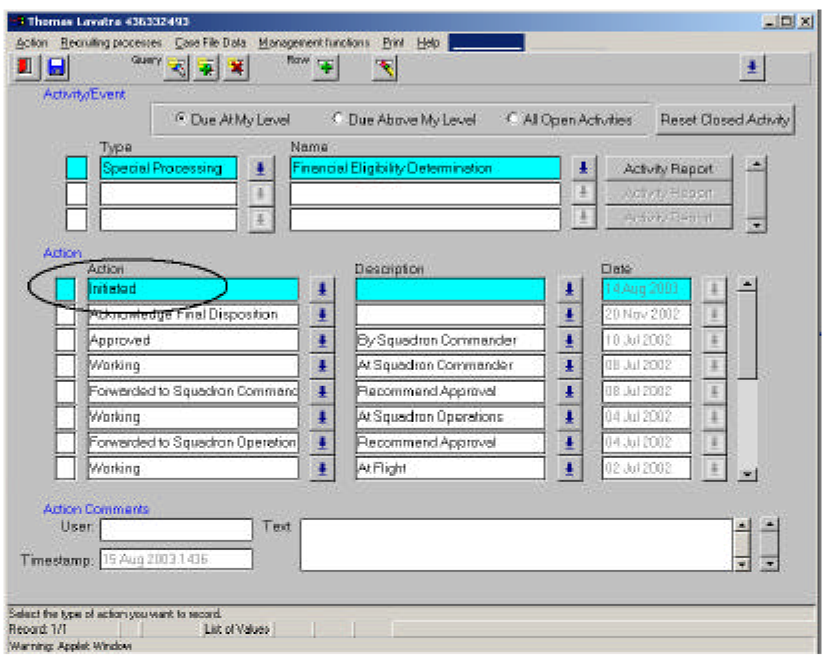


Figure 35-4, Reset Closed Activity

4. The Action field will indicate that the process has been "Initiated". The Recruiter can access the process to rework in his/her "Due At My Level" Record Actions filter.

36.0 MANAGEMENT–SELECT APPLICANTS

Purpose: Allows you to review and document feedback for a recruiter's activities (e.g., leads processing, events planning, appointments and follow ups). A recruiter can review but only the flight chief can document.

NOTE: For flight chief use only.

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Work Leads/Applicants Currently in System**>.

3. Then click <**Management-Select Applicants**> to display the *Management Review Screen*. **NOTE:** The actual recruiter's name appears at the top of the screen.

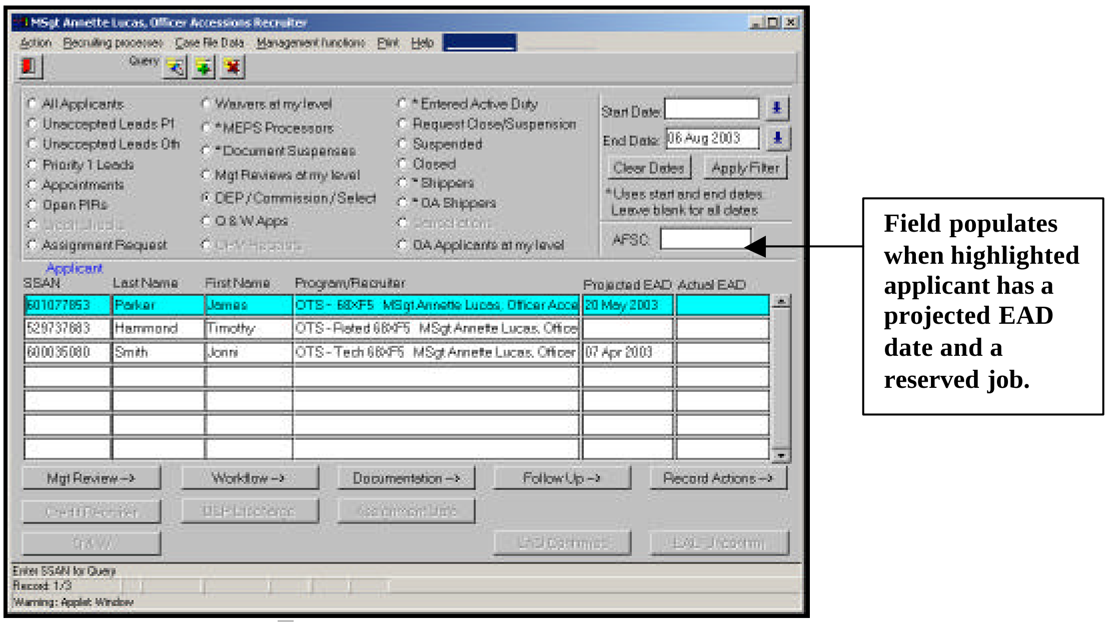


Figure 36-1, Management Review Screen

Parts of the Screen and Steps to Follow:

4. Click the desired radio button. The following choices are provided for your review:

- <u>All Applicants</u>: Filters all applicants. When selected, form will change to query mode to allow additional filtering (available for recruiter, flight secretary, flight chief, superintendent, commander, squadron OPS).

- <u>Waivers at my level</u>: Filters applicants with waivers pending at the user's level. Use Record Actions to take action on these requests. Names disappear after taking action (forwarding to next level or returning to last level) on the request (available for recruiter, flight chief, commander, sq/group/headquarters OPS).

- Entered Active Duty: Filters applicants who entered active duty.

- Unaccepted Leads: Filters unaccepted leads.

- MEPS Processors: Filters applicants with a pending approved (scheduled) processing date. Can be further restricted using the start and end dates. Name disappears after completing processing via Record Actions (available for recruiter, flight sec, flight chief, superintendent, commander, MEPS, squadron OPS).

- Request Close/Suspension: Filters applicants with a pending closure/suspension request. Use the *Follow-Up Screen* to act on these requests. Names disappear after the request has been acted on (available for recruiter and flight chief).
- Priority 1 Leads: Filters applicants with a lead source of Priority 1 who have not been requested/approved to be closed or suspended (available for recruiter, flight secretary, flight chief, superintendent, commander, squadron OPS).

- Document Suspenses: Filters applicants with document suspense due or overdue. Names disappear when all due/overdue documents have been reviewed or cancelled. Can be further restricted using start and end dates (available for the recruiter, flight secretary, flight chief, superintendent, commander, MEPS, squadron OPS).

- Suspended: Flight chief or flight commander has approved suspension.

- Appointments: Filters applicants with a pending appointment and who have not been requested /approved to be closed or suspended (available for recruiter, flight secretary, flight chief, superintendent, commander, squadron OPS).

- Mgt Reviews at my level: Filters applicants with management reviews pending at user's level. Names disappear after the Management Review acknowledged on record actions (available for recruiter, flight chief, superintendent, OPS and MEPS).

- Closed: Filters applicants for whom the flight chief or flight commander has approved closure.

- Shippers: Filters applicants with an EAD date. Can be further restricted using the Start and End dates. Names disappear when applicant job is canceled or applicant ships/closes (available for recruiter, flight sec, flight chief, superintendent, commander, MEPS, squadron OPS).

- Open PIRs: Filters applicants with a PIR initiated, do not have an EAD date, and have not been requested/approved to be closed or suspended (available for recruiter, flight secretary, flight chief, superintendent, commander, squadron operations).

- DEP/Commission / Select: Filters depped, commissioned, or selected applicants.

- OA Shippers: Filters OA applicants with a projected EAD Date within the date window selected.

- Credit Checks: Filters applicants requiring credit checks (for OPS only).

- Q & W Apps: Not applicable.

- Cancellations: Filters applicants having a job cancelled. MEPS or OPS must update reason for cancellation.

- Assignment Request: Prior Service only.

- Office of Personnel Management (OPM) Receipts: Displays all records with receipts available from OPM.

- OA Applicants at my Level: Displays applicants forwarded from recruiter up to the flight supervisor prior to being forwarded to processors. **NOTE:** If in the flight supervisor role, these applicants display in your bucket. If in the processor role, displays applications forwarded from flight supervisor to you.

- Start Date: Date for the starting range of records to be queried. Uses the DD MMM YYYY format. If left blank all dates are assumed.

  --When used with processors, only lists processors having a processing date scheduled on or after the entered date.

  --When used with shippers, only lists applicants shipping on or after the entered date.

  --When used with document suspenses, only lists applicants who have a suspense due on or after the entered date.

- End Date: Date for the ending range of records to be queried. Uses the DD MMM YYYY format. If left blank all dates are assumed.

  --When used with processors, only lists processors having a processing date scheduled on or before the entered date.

  --When used with shippers, only lists applicants shipping on or before the entered date.

--When used with document suspenses, only lists applicants who have a suspense due on or before the entered date. **NOTE:** The start and end dates work together to provide a range. If both are left blank all dates are assumed.

- Clear Dates: Clears data from the Start and End Date fields.

- Apply Filter: Requeries the database for the selected radio button.

5. Highlight the desired applicant.

6. After an applicant is selected, click one of the nine navigation buttons (see bottom of the screen):

- "Mgt Review" button: From the *Management Review Screen*, click the "Mgt Review" button. The top block allows a review of dates of several processes having occurred concerning the applicant. If any dates are in red, this indicates the follow-up date was not accomplished as planned, and weight or law violations are excessive. The bottom block allows a review of all remarks entered into the application by date.

  --Comments field: Comments may be inserted into the management review (up to 2000 characters), and more characters may be entered than can be displayed.

  --No Further Action Required: Inserts a management review in the application with no further action required. If the Comments field is not blank, the comment is also inserted.

  --Acknowledgement Required: Suspenses the recruiter for requested information entered in the **Comments Block**. The recruiter will be notified of the suspense by clicking his/her "Due at My Level" radio button.

  --Reassign: Reassign applicants to another recruiter.

  --Next Applicant: Displays the information for the next applicant in the query. It will display a message if the last applicant was previously selected.

  --Return: Return to the **Applicant Block**.

- "Workflow" button: A shortcut to the highlighted applicant's workflows.

- "Documentation" button: A shortcut to the selected applicant's document information (e.g., SSN card, drivers license, diploma) the recruiter has reviewed.

- “Follow Up” button: A shortcut to allow the flight chief to close the lead. This is different from the management review remarks just covered. The flight chief only makes his comments on the Management Review unless it is a closure.

- “Record Actions” button: Used to review information about the previously selected applicant and is used up and down the chain of command. Most of the information transfer requires a request from one level to another. When the request is received at one level, a response is required. **NOTE:** The flight chief may view AFRISS information using different roles either as the flight chief or as the recruiter. When in the flight chief role, he/she cannot request actions only review them from this button.

7. Click the “X” in the right corner of Adobe Acrobat to return to the *Management Review Screen*.

8. Click the “Save” button, and then click the “Exit” button to return to the *AFRISS Main Menu*.

37.0 PRINTING FORMS

Purpose: Allows you to select and print forms used in the applications.

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Work Leads/Applicants Currently in System**>.

3. Then click <**Select Leads/Applicants**>.

4. Highlight the desired applicant.

5. Click the <**Print**> menu item, and then click <**Forms**> to display the *Forms Screen*.

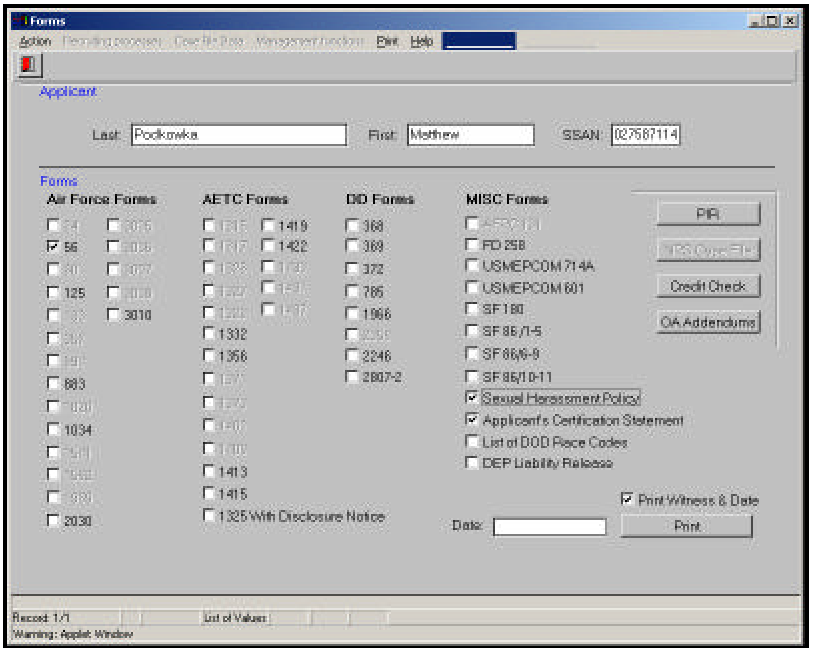


Figure 37-1, Forms Screen

NOTE: Only the forms pertinent to program are in boldface.

6. Check the desired box and click the “Print” button.

7. Once you select the form(s), Adobe Acrobat displays the form on the screen. To print the actual form, click the “Print” button in Adobe Acrobat once the form is displayed.

8. <u>PIR button</u>: Selects only the forms necessary for a PIR.

9. <u>Credit Check</u>: Selects the forms to be used in a credit check.

10. <u>OA Addendums</u>: Selects shortcut to *OA Addendum Screen*, which enables selection of any addendums.

11. <u>Checking the “Print Witness & Date” block</u>: Puts the recruiter’s name and current date on the forms.

12. Once you have printed the desired forms, click the “X” in the right corner of Adobe Acrobat to return to the *Forms Screen*.

13. Click the “Exit” button to return to the *AFRISS Main Menu*.

38.0 APPLICANT REPORTS

Purpose: Allows you to review and print reports about a selected applicant.

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Work Leads/Applicants Currently in System**>.

3. Then click <**Select Leads/Applicants**>.

4. Highlight the desired applicant.

5. Click the <**Print**> menu item, and then click <**Applicant Reports**> to display the *Applicant Reports Screen*.

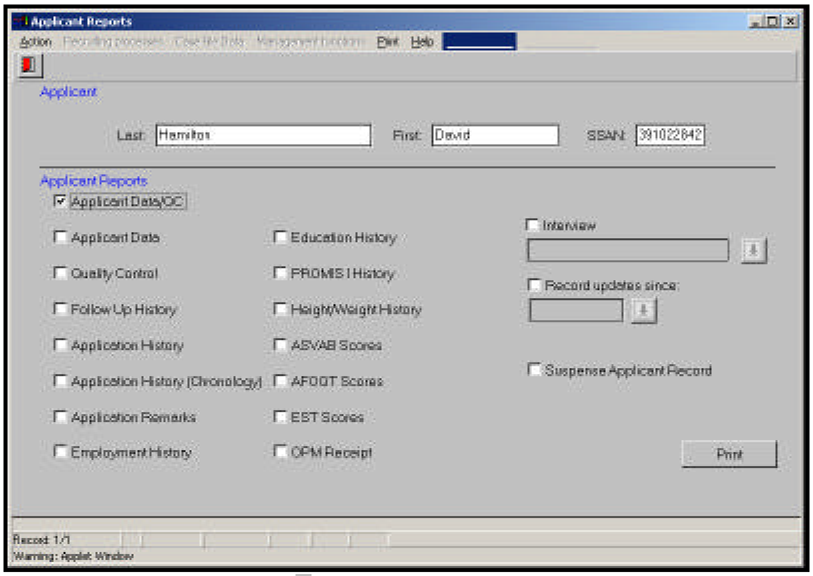


Figure 38-1, Applicant Reports Screen

6. Click the appropriate checkbox for the following report(s):

- <u>Applicant Data/QC</u>: Print a detailed report of all suspenses and their history.

- <u>Applicant Data</u>: Print a basic report of data gathered about the selected applicant to include the MEPS physical results.

- <u>Quality Control</u>: Print a QC check of the selected person's application. This check will validate all required data has been gathered for the security interview export and all required case file questions have been answered.

- <u>Follow Up History</u>: Print the history of every action taken on the selected applicant.

- <u>Application History (Chronology)</u>: Does the same thing as the report above except it lists all actions chronologically.

- Application Remarks: Shows all actions taken on the selected applicant where comments have been entered (e.g., follow up, waiver processing, MEPS processing, etc.)

- Employment History: Shows a chronological listing of all employment records entered on the selected applicant.

- Education History: Shows a chronological listing of all employment records entered on the selected applicant.

- PROMIS I History: Pulls report of all information in Procurement Management Information System (PROMIS) I. PROMIS I is AFPC's personnel records.

- Height & Weight History: Shows a chronological listing of all height and weight records entered on the selected applicant.

- ASVAB Scores: Not applicable (NPS only).

- AFOQT Scores: Displays the applicant's AFOQT scores.

- Enlistment Screening Test Scores: Not applicable (NPS only.).

- OPM Receipt: Validation the OPM has received the security clearance data.

- Interview: Click the checkbox, and then click the LOV to select the type of interview to print; e.g., CCMAPPEDDS.

- Record Updates Since: Enter the date since the last update in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar).
- Suspense Applicant Record: Click the checkbox to see all suspenses against and applicant.

7. Click the "Print" button.

8. Adobe Acrobat prints the report on screen for review.

9. Click the "X" in the right corner of the screen to return to the *Applicant Reports Screen*.

10. Click the "Exit" button to return to the *Select Lead/Applicant Screen*.

11. Click the "Save" button, and then click the "Exit" button to return to the *AFRISS Main Menu*.

39.0 OA REPORTS

Purpose: Allows you to review and print any OA report.

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Work Leads/Applicants Currently in System**>.

3. Then click <**Select Leads/Applicants**>.

4. Click (highlight) the desired applicant.

5. Finally, click the <**Print**> menu item, and then click <**OA Reports**> to display the *Management Reports Screen.*

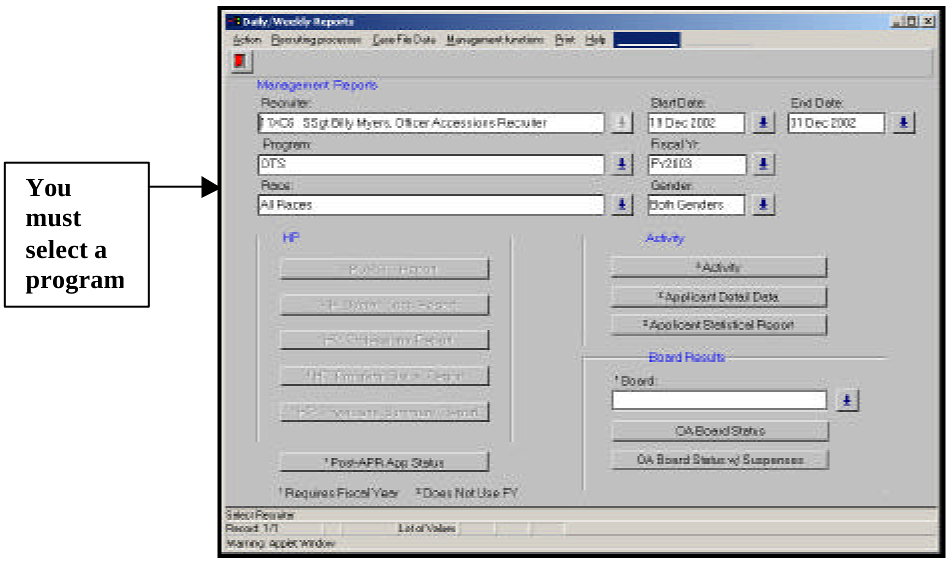


Figure 39-1, OA Reports Screen

Parts of the Screen and Steps to Follow:

Management Reports Block

6. Recruiter: Displays the recruiter's billet.

7. Start Date: Enter the start date in the DD MMM YYYY format; e.g., 10 Oct 2002. Otherwise, click the LOV to select the date (AFRISS calendar).

8. End Date: Enter the date in the DD MMM YYYY format; e.g., 31 Oct 2002. Otherwise, click the LOV to select the ending date.

9. Program: *(Mandatory)* Click the LOV to select the program; e.g., OTS.

10. Fiscal Yr.: Click the LOV to select the fiscal year; e.g., FY2003.

11. Race: Click the LOV to select the race; e.g., All Races.

12. Gender: Click the LOV to select the gender; e.g., Both Genders.

HP Block

These reports are not applicable to OTS or Chaplain programs.

Activity Block

13. "Activity" button: Click this button to run the Activity Report. Once you click this button, the following form displays.

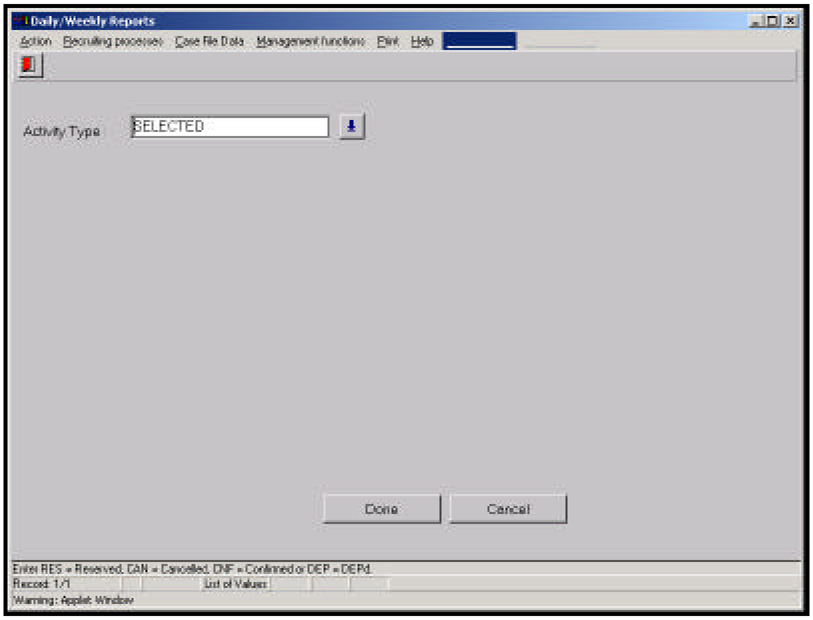


Figure 39-2, Select Activity Type

14. Activity Type: Click the LOV to select the activity type; e.g., Commission, Declines, OTS DEP, Selected or Confirmed, and then click the "OK" button.

15. Click the "Done" button to display the desired Activity Report.

16. Once you review the report, click the "X" button at the top right corner of the report to return to the *OA Reports Screen*.

17. "Applicant Detailed Data" button: Click this button to display the *Report Parameters Screen*. This screen must be accomplished to run the Applicant Detailed Data Report.

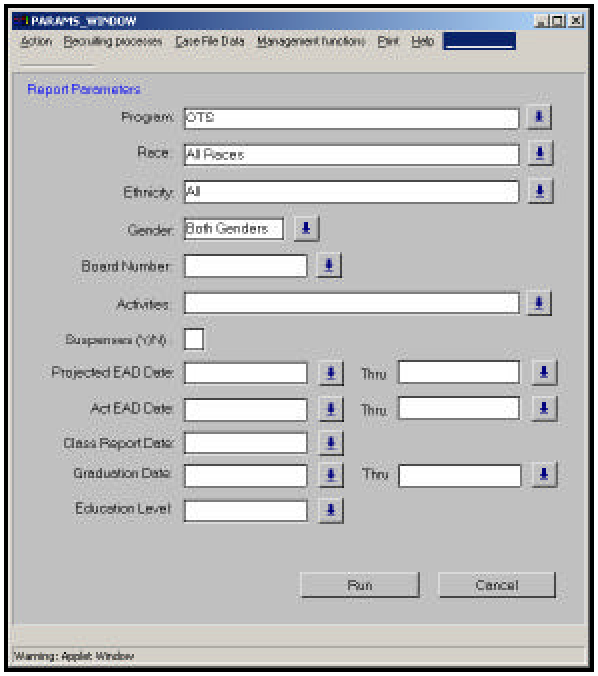


Figure 39-3, Report Parameters Screen

NOTE: Program is the only mandatory field. You may choose which field selection applies to the data you require.

18. Program: Click the LOV to select the program; e.g., OTS.

19. Race: Click the LOV to select the race; e.g., All Races.

20. Ethnicity: Click the LOV to select the ethnic group; e.g., All.

21. Gender: Click the LOV to select the gender; e.g., Both Genders.

22. Board Number: Click the LOV to select the board number; e.g., 0222.

23. Activities: Click the LOV to select the type of activity; e.g., Selection Actions—Awaiting Commissioning.

24. Suspenses: Enter <**Y**> (Yes) or <**N**> (No). If you leave this field blank, a **Y** or **N** will display in the Suspense column of the report. If you choose "Y," only those applicants with a suspense will be shown.

25. Projected EAD Date: Enter the projected EAD Date range in the DD MMM YYYY format; e.g., 16 Oct 2002 thru 08 Nov 2002. Otherwise, click the LOV to select the dates (AFRISS calendar).

26. Act EAD Date: Enter the actual EAD Date range in the DD MMM YYYY format; e.g., 07 Oct 2002 thru 08 Oct 2002. Otherwise, click the LOV to select the dates (AFRISS calendar).

27. Class Report Date: Enter the date the applicant is to report for class in the DD MMM YYYY format; e.g., 20 Nov 2002. Otherwise, click the LOV to select the date (AFRISS calendar).

28. Graduation Date: Enter the desired graduation date range for the applicants being processed in the DD MMM YYYY format; e.g., 20 Nov 2002 thru 31 Dec 2002.

29. Education Level: Click the LOV to select the education level for which you want to run the report.

30. Click the "Run" button to display the Applicant Detailed Data Report.

31. After you review the report, click the "X" at the top right corner of the report to return to the *Management Reports Screen*.

32. "Applicant Statistical" button: Click this button to display the *Report Parameters Screen* (see steps 18 thru 29).

33. Click the "Run" button to display the Applicant Statistical Report.

34. After you review the report, click the "X" at the top right corner of the report to return to the Management Reports Screen.

35. Post-APR App Stat button: Click this button to display all applicants based upon program and fiscal year at APR or higher (received by processor or above). **NOTE:** You need an FY to run this report.

Board Results Block

36. Board: Click the LOV to select the desired board; e.g., 0208.

37. "OA Board Status" button: Click this button to display the Pre-Board Status report. **NOTE:** You need to have a FY to run this report.

38. "OA Board Status w/Suspenses" button: Click this button to display status with suspenses. On the report, if a "Y" is noted is the Susp? Column, there will be a short explanation. **NOTE:** You need to have a FY to run this report.

39. Once you have run and reviewed all desired reports, exit out of the on screen report form (use X at top right of screen). This returns you to the OA Reports parameter screen, click the "Exit" button to return to the *Select Leads/Applicants Screen*.

40.0 MANAGEMENT REPORTS

Purpose: Allows you to print each of the listed reports used in daily recruiting activities.

1. From any screen, click <**Print**>.

2. Then click <**Management Reports**> to display the *Management Reports Screen*.

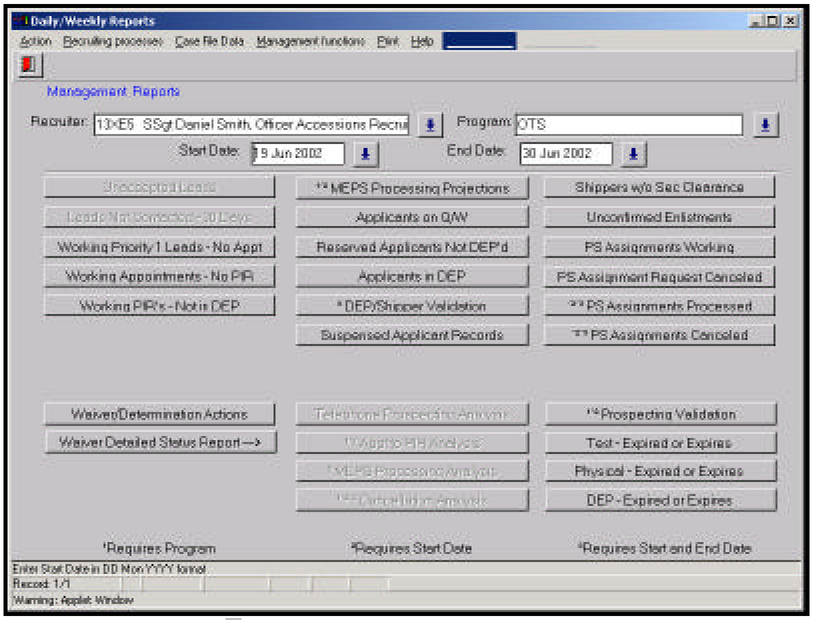


Figure 40-1, Management Reports Screen

These reports are accessible by the recruiter and the flight supervisor. The recruiter can view them to see what the flight supervisor is able to view. It allows them to plan a course of action to improve their processes.

Management Reports Block

3. Recruiter: Displays the recruiter's billet.

4. Program: *(Mandatory)* Click the LOV to select the program; e.g., OTS.
5. Start Date: Enter the start date in the DD MMM YYYY format; e.g., 10 Oct 2002. Otherwise, click the LOV to select the date (AFRISS calendar).

6. End Date: Enter the date in the DD MMM YYYY format; e.g., 31 Oct 2002. Otherwise, click the LOV to select the ending date.

- Unaccepted Leads: Displays leads not duplicate checked. Not available for all programs.

- Leads not Contacted-30 days: Displays active leads with no contact within 30 days. Not available for all programs.

- Working Priority 1 Leads No Appt: Displays working Priority 1 leads with no set appt.

- Working Appointments-No PIR: Displays working Priority 1 leads with no PIR or workflow started.

- Working PIRs--Not in DEP: Displays working PIRs that are not in DEP status.

- Waiver/Determination Actions: Displays all waiver determination actions (by recruiter) pending or completed.

- Waiver Detailed Status Report: Displays list of waivers (max-30-day window) by name.

- MEPS Processing Projection: Shows a listing of all the MEPS processing projections by recruiter.

- Applicants on Q/W: Displays applicants without a reservation.

- Reserved Applicants not Dep'd: Displays list of applicants who received job reservation, but never went into DEP.

- Applicants in DEP: Displays applicants in DEP with a reservation, in DEP without a reservation, and in DEP and the DEP date will expire within 30 days.

- DEP/Shipper Validation: Displays list of applicants shipping to Basic Officer Training or Commission Officer Training within 30 days.

- Suspensed Applicant Records: Displays applicants with suspended documents.

- Telephone Prospecting Analysis: Shows the number of telephone calls attempted, number of contacts, number of appointments scheduled. Not available for all programs.

- Appt to PIR Analysis: Shows the number of appointments turned in to PIR status. Not available for all programs.

- MEPS Processing Analysis: Shows the number of applicants requested scheduled to MEPS, scheduled number qualified, number temporarily disqualified, and number permanently disqualified. Not available for all programs.

- Cancellation Analysis: Allows viewing of reasons applicants were cancelled (by recruiter and time period). Not available for all programs.

- Shippers w/o Security Clearance: Displays list of applicants with EAD Date with no security clearance returned.

- Unconfirmed Enlistments: Displays applicants with EAD dates later than the current date not confirmed as "EAD."

- PS Assignments Working: Displays prior service applicants waiting for assignments.

- PS Assignment Request Canceled: Displays prior service applicants with canceled assignments.

- PS Assignments Processed: Displays list of prior service applicant assignments that have been processed.

- PS Assignments Canceled: Displays list of prior service applicant assignments that have been canceled.

- Prospecting Validation: Shows telephone-prospecting activity during a specific period. It may be used to validate prospecting efforts.

- Test–Expired or Expires: Not applicable.

- Physical–Expired or Expires: Displays applicants with a physical expiring within 30 days.

- DEP–Expired or Expires: Displays applicants with a DEP date expiring within 30 days.

7. Click the "X" in the right corner of Adobe Acrobat to Exit and return to the *Management Reports Screen*.

8. Click the "Exit" button to return to the *Select Lead/Applicant Screen*.

9. Click the "Save" button, and then click the "Exit" button to return to the *AFRISS Main Menu*.

41.0 POST SELECTION: SECURITY CLEARANCE REQUEST

Purpose: Allows you to request a security clearance be initiated on an applicant.

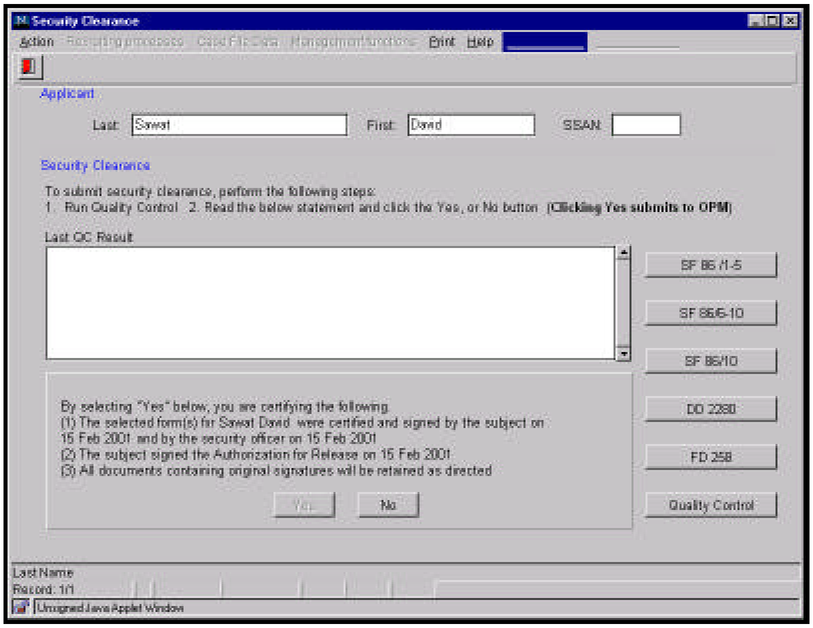


Figure 41-1, Security Clearance Request Screen

Steps to Follow:

1. <u>Last</u>: Automatically generates.

2. <u>First</u>: Automatically generates.

3. <u>SSAN</u>: Automatically generates.

4. Click the "Quality Control" button.

5. Read the statement and click the "Yes" or "No" button. If the "Yes" button is clicked, it submits to the OPM.

6. Click the button on the right to print the SF 86.

7. Click the "Exit" button.

42.0 RECRUITER GOALING

Purpose: Allows each level in the recruiting hierarchy distribute goals to the appropriate level below the distributing level; e.g., HQ AFRS to Group, Group to Squadron, Squadron to Flight, Flight to Recruiter.

42.1 Distribute Goals

1. Log in your user role.

2. From the *AFRISS Main Menu*, click <**Management Functions**>.

3. Then click <**Distribute Goals**> to display the *Goal Distribution Screen*.

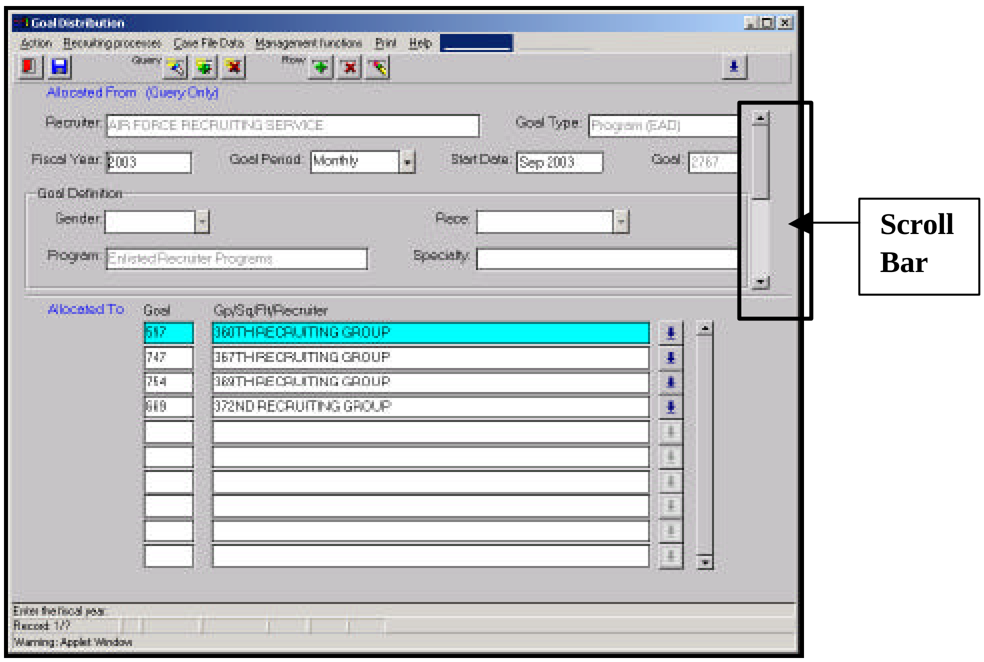


Figure 42-1, Goal Distribution Screen

Allocated From Block

4. Click the right scroll bar (see figure 41-1) and go to the specific goal distributed to you by the Squadron and that you wish to distribute to your recruiters.

Allocated To Block

5. Open the drop down to see your recruiters.

6. Click (highlight) one, and after it fills in the <u>Gp/Sq/Flt/Recruiter</u> field, type in their goal. **NOTE:** HQS/Group/Squadron allocates all programs.

7. Return to the **Allocated To Block** and open the next drop down to see the remaining recruiters.

8. Select the next Gp/Sq/Flt/Recruiter, and after it populates the Gp/Sq/Flt/Recruiter field, type in the goal for the selected goal type and program.

9. Repeat Steps 7 and 8 to complete the remaining recruiters. Click the "Save" button to commit the record.

NOTE: Goal Quantities can be adjusted and resaved at any time. After you have input the goal quantities and saved, you must re-query to make changes.

43.0 OA PROCESSING (RECRUITERS)

An update has been made in AFRISS to the OA application processing (modification will be easier to use). The information found in this section briefly describes the method to process OA applications from application to the EAD date.

43.1 Application Processing (Create Lead)

At a minimum, the following information is needed to create a lead (see *Create Lead Screen).*

1. SSAN: Needed for application to be boarded.

2. Sub-Program: Needed to determine the board panel for which the applicant is assigned.

3. CCMAPPEDDS: This functionality won't be available until the duplicate check is performed. You must accomplish the CCMAPPEDDS to have access to the OA workflows in order to complete an application.

43.2 Forward Application to Flight Chief Office

The following items must be accomplished to enable you to forward the application to the flight chief. **NOTE:** If you are unable to forward the application, review these items to ensure you provided all required information.

Run the QC check with or without errors (determined at the flight chief level). You may not run the QC until

- The PIR workflow is complete and is recorded by MEPS.

- The application workflow is initiated.

43.2.1 OTS—Application Forwarding

Other than the items listed above, OTS must pass an OTS QC. The following information is required in AFRISS prior to forwarding the application to the flight chief.

- SSAN: Unconfirmed SSAN is acceptable.

- AFOQT Scores: Input scores using the AFOQT Scores Workflow (available after the PIR is complete).

- GPA: See *Education History Screen*. When you enter the undergraduate colleges or universities, select <**ALL**> in the Type of Hours field. Enter the hours and quality points, and then click the "Save" button (blue floppy). **NOTE:** You should see the GPA populated in the undergrad GPA field.

- Qualifying Degree: See *Education History Screen*. Ensure <**Y**> (Yes) is selected. **NOTE:** A qualifying degree is the degree according to AETCI 36-2002, which qualifies an applicant for a specific program.

- Ethnic Code, Sex, and Race: See *Personal Descriptive Info Screen*.

- AF Form 56 Interview (in the OTS Application Workflow): Must be completed. If you answered <**Y**> (Yes) to Question #4 of #15 (Have you ever previously made application for or enlisted in any component of the Armed Forces), then prior service information must be gathered. (See *Employment History Screen—Military Separation Details.)* **NOTE:** See next item for required information.

- Prior Service: See *Employment History Screen & Military Separation Details Screen*). In the *Employment History Screen,* you must enter appropriate information in the Duty Title, Reserve Svc Type, and Specialty fields. In the *Military Separation Details Screen*, you must enter information in the Start and End Dates and Highest Grade Held this Period fields.

43.3 Selected Applicants and Security Clearance Processing

1. Once an applicant is selected, you are automatically suspensed through Record Actions to complete the application and ensure it passes QC without errors. The QC check validates the Standard Form 86 information so the OPM will accept it.

2. Forward the signed pages and fingerprint cards to Squadron Ops.

3. Using Record Actions, document and forward the signed pages and fingerprint cards were sent to Squadron Ops.

4. The application can be completed without errors prior to selection, but it may not be forwarded to Squadron Ops in AFRISS until after the selection is made and documented in AFRISS (cost savings measure).

- Once OPS has the hard copies of the signature pages and fingerprint cards, they send them to OPM and document AFRISS. **NOTE:** This may be seen at the recruiter level in Record Actions ("All Open Activities" radio button).

- Once OPM receives the signature pages and fingerprint cards, they will document the receipt in AFRISS. **NOTE:** You can view this in Record Actions. Ops, MEPS and flight chiefs will be able to print the receipt. Flight chiefs may view status using the *Management Select Applicant Screen* ("Receipt" radio button).

- OTS Only. Once printed, the program manager will receive a class date and enter it in AFRISS.

5. For applicants who already have a security clearance, send supporting documents to the program manager. The program manager will cancel the Record Actions security clearance request.

43.4 DEP/Physical Request (OTS Only)

This section applies if you are requesting a physical (using AFRISS) through MEPS.

1. Follow Air Force Recruiting Service policy on DEP and Physical Requests for OTS applicants.

2. See *Select Lead/Applicant Screen*.

- Click (highlight) the desired applicant, and then click the "Record Actions" button.

- In the **Activity/Event Block** (Type field), click the LOV, and select "MEPS Processing."

- Click the LOV to the right of the Action field and select "Request to be Scheduled." Another pop-up window displays a list of values. Click (highlight) DEP or type of physical in (whichever applies).

- In the Remarks field, enter the DEP or physical request date.

- MEPS will access Record Actions, document "Scheduled," and enter the date in the Date field. **NOTE:** When the date arrives, the applicants display on the *MEPS Screen* (Processor's filter). MEPS chooses the applicant's disposition action on the show or no-show date and documents AFRISS.

- If the applicant DEPs in, MEPS documents this in AFRISS. **NOTE**: Applicant displays on the *Select Lead/Applicant* and *Management App Stat Screens*.

43.5 Verify and Suspense Documents

Use the *Verify and Suspense Documents Screen* to document suspense information.

1. The program managers will use the *Verify and Suspense Documents Screen* to assign tasks with suspense dates to recruiters. There are three ways to access these suspenses:

- Single applicant—*See Applicant Reports Screen (Suspensed Applicant Record).*

- All applicants (belonging to particular recruiter)—See *Management Reports Screen (Suspensed Applicant Records).*

- Applicants for a particular board—See *OA Reports*. Select a program, board and OA Board Status w/Suspenses.

2. The program manager must clear the suspense by accessing the *Verify and Suspense Documents Screen*, clicking the LOV to the right of the <u>Reason Closed</u> field, and then selecting "Reviewed." This clears your Daily Planner.

43.6 Assignment Offered

NOTE: For HP and Direct Duty applicants.

1. Once an applicant is selected and an assignment is found, the status shows in your Record Actions (click the "All Open Activities" radio button). **NOTE:** You are not required to respond in Record Actions.

2. Additionally, the program manager will use the *Verify and Suspense Document Screen* to suspense you for an Assignment Acceptance Letter. **NOTE:** This is how you will be notified.

3. You will only have a certain number of days to respond to the set response; otherwise, it will show as a late suspense on the flight suspense item's list and on your Daily Planner (access *AFRISS Main Menu Screen*, "Daily Planner" button).

43.7 Acceptance Letter

NOTE: For HPSP and FAP applicants.

1. Once an applicant is selected and an assignment is found, the status shows in your Record Actions (click the "All Open Activities" radio button). **NOTE:** You are not required to respond in Record Actions.

2. Additionally, the program manager will use the *Verify and Suspense Document Screen* to suspense you for an Acceptance Letter (Acceptance Letter Required). **NOTE:** This is how you will be notified.

3. You will only have a certain number of days to respond to the set response; otherwise, it will show as a late suspense on the flight suspense item's list and on your Daily Planner (access *AFRISS Main Menu Screen*, "Daily Planner" button).

43.8 Oath Out

NOTE: For HP applicants unless otherwise directed by program manager.

1. Once you have satisfied the program manager's requirements for "oath out," the status will show in your Record Actions ("All Open Activities" radio button). **NOTE:** You are not required to respond in Record Actions.

2. Additionally, the program manager will use the *Verify and Suspense Document Screen* to suspense you for Oath Out Commissioning Documents. **NOTE:** This is how you will be notified.

3. You will only have a certain number of days to respond to the set response; otherwise, it will show as a late suspense on the flight suspense item's list and on your Daily Planner (access *AFRISS Main Menu Screen*, "Daily Planner" button).

43.9 Commission

NOTE: For HP applicants unless otherwise directed by program manager.

1. Once the program manager validates all documents on hand to validate an applicant's commissioning, the status will show in your Record Actions ("All Open Activities" radio button). **NOTE:** You are not required to respond in Record Actions.

2. This will trigger the "Depart for COT" on HP applicants, except HPSP/FAP.

3. You will only have a certain number of days to respond to the set response; otherwise, it will show as a late suspense on the flight suspense item's list and on your Daily Planner (access *AFRISS Main Menu Screen*, "Daily Planner" button).

43.10 EAD

43.10.1 OTS

1. MEPS will confirm the EAD (when the applicant departs from MEPS).

2. When the OTS program manager gives a class date to an OTS applicant, the projected EAD date will become one day prior to the class start date. **NOTE:** This may be viewed on the *Select Lead/Applicant Screen* in the Projected EAD field.

3. Upon receipt of a class letter from the OTS program manager and when MEPS obtains the applicant's travel category, MEPS will access the *MEPS Select Applicant Screen*, update the projected EAD date directly in the EAD field and will then save the information. This ensures the applicant will show in the MEPS Shipper filter. **NOTE**: Squadron Ops can also update this information.

4. In order for MEPS to confirm the EAD, the projected EAD date must be no later than Friday of the week MEPS will press the "Confirmed" button. **NOTE:** The Air Force Education level must be previously entered from the PIR to show in the Shipper filter.

43.10.2 HPSP/FAP

Once the program manager determines all commissioning and financial documents are satisfactory, the program manager will click the "EAD" button on the *Program Manager Select Applicant Screen.*

43.10.3 HP (Except for HPSP and FAP)

1. Once the program manager receives the commissioning documents, you can enter the "Depart for COT." (See next step.)

2. Depart for COT: After the program manager clicks the "Commissioning" button (meaning he or she has received the necessary commissioning documents), you can access the *Select Lead/Applicant Screen*, click the "PIR" or "COM" filter and the "Depart for COT" button will enable.

3. When the applicant departs, enter the date of departure in the blank field next to the "Depart for COT" button, and then click the button. **NOTE:** Date should display in the actual EAD.

43.10.4 Direct Duty Applicants

Once the program manager receives the commissioning documents or evidence thereof, you can accomplish the following:

- Click the "PIR" or "DEP/COMM" filter to display a list of applicants.

- Click (highlight) the desired applicant. The "Depart for Duty" button will enable.

- Enter a “Depart for Duty” date and click the “Depart for Duty” button. The actual EAD date (bottom) will update. **NOTE:** If you get the error, “Needs a Class Assignment,” contact the program manager to add a direct duty placeholder in the *Class Assignment Screen*.

43.11 Withdrawing an Applicant

NOTE: This may only be used prior to selection.

1. Recruiter Initiation: Access the *Select Lead/Applicant Screen*. Click (highlight) the desired applicant, and then click the “Follow Up” button to display the *Follow-Up Screen*. Select “Withdraw” and a reason for the withdrawal.

2. At the recruiter level this action is a request. The request is forwarded to the program manager, and the program manager based upon this request, will withdraw the applicant from the process and send the applicant (via AFRISS) back to the recruiter.

3. Program Manager Initiation: If the program manager initiates this action, he or she will notify the recruiter and the final action will be taken by the flight chief.

43.12 Canceling an Applicant

NOTE: This may only be used after selection.

1. Recruiter Initiation: Access the *Select Lead/Applicant Screen*. Click (highlight) the desired applicant, and then click the “Follow Up” button to display the *Follow-Up Screen*. Select “Cancel” and a reason for the cancellation.

2. At the recruiter level this action is a request. One of the reasons for cancellation would be “Decline.” The request is forwarded to the flight chief and is then forwarded to the program manager for final cancellation action (closes the application).

3. Program Manager Initiation: If the program manager initiates this action, he or she will notify the recruiter and the final action will be taken by the flight chief.

44.0 MILITARY TREATMENT FACILITY (MTF) PHYSICAL TRACKING

An update has been made in AFRISS to OA application processing. The information found in this section describes the method for a recruiter to record OA physical milestones.

NOTE: You must complete section 43.1 to perform MTF Physical Tracking. Use the <**Tab**> key to navigate to each field within the workflow.

44.1 Selecting an Applicant/Workflow Selection

1. Log on as an OA recruiter.

2. Click <**Recruiting Processes**>, <**Work Leads/Applicants currently in System**>, and then click <**Select Leads/Applicants**> to display the *Select Leads/Applicant Screen*.

3. Click the Program LOV, click (highlight) “OTS,” and then click the “OK” button.

4. Click the “Due at my Level” radio button to display a list of OTS applicants.

5. Click (highlight) your desired applicant, and then click the “Workflow” button. A list of workflows displays (depends on your applicant). Click (highlight) “MTF Physical Tracking,” and then click the “OK” button. **NOTE:** If you are already on the *Workflow Select Screen*, simply click the LOV to the right of the Workflow field, select MTF Physical Tracking, and then click the “OK” button.

6. Click the “Run Screen” button to display the *MTF Physical Tracking Screen*.

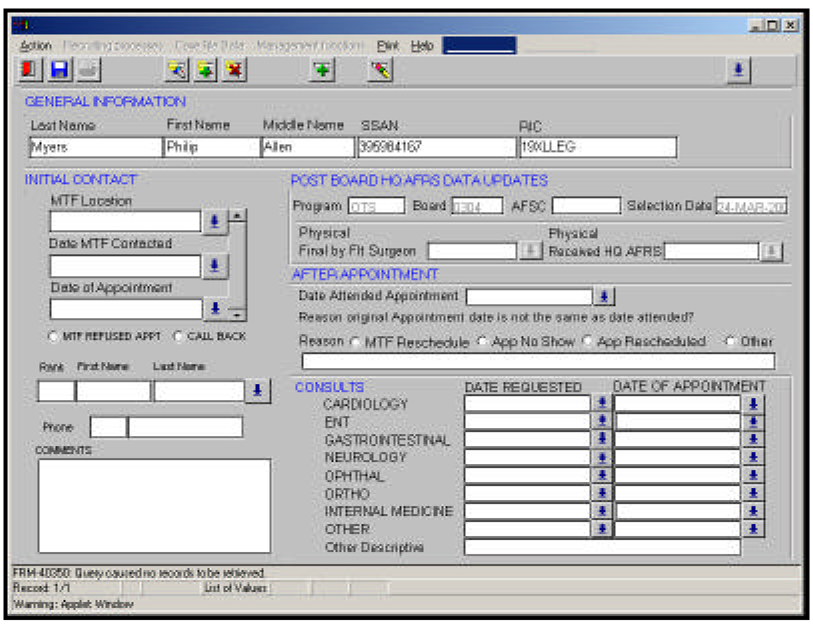


Figure 44-1, MTF Physical Tracking Screen

7. Information in the **General Information Block** automatically generates (information depends on the applicant you selected). Additionally, information (if applicable to applicant) will generate in the **Post Board HQ AFRS Data Updates Block**.

8. Once the *MTF Physical Tracking Screen* displays, you have a choice of three functions: Call Back, MTF Refusal and Setting an Appointment.

44.2 Call Back

NOTE: If for some reason information is already displayed in the **Initial Contact Block**, click the "Add Row" button to clear the screen.

Initial Contact Block

1. <u>MTF Location</u>: Click the LOV, click your choice of MTFs, and then click the "OK" button.

2. <u>Date MTF Contacted</u>: The AFRISS calendar automatically displays after you select the MTF Location. Once the calendar displays, the date should automatically be the current date. Click the "OK" button. Otherwise, select your desired date and then click the "OK" button.

3. Click the "Call Back" radio button. The cursor will move to the <u>Comments</u> field.

4. Enter any comments pertaining to the reason the MTF asked you to call back; e.g., Vision/Hearing screening equipment must be serviced (see figure 43-2 below).

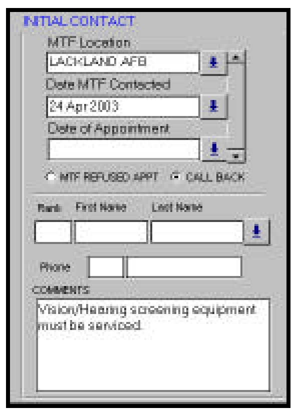


Figure 44-2, Call Back

5. Click the "Save" button, and then click the "Exit" button. A message displays indicating the workflow is complete. Click the "OK" button to return to the *Workflow Select Screen.*

44.3 MTF Refusal

NOTE: If for some reason information is already displayed in the **Initial Contact Block**, click the "Add Row" button to clear the screen.

Initial Contact Block

1. MTF Location: Click the LOV, click your choice of MTFs, and then click the “OK” button.

2. Date MTF Contacted: The AFRISS calendar automatically displays after you select the MTF Location. Once the calendar displays, the date should automatically be the current date. Click the “OK” button. Otherwise, select the desired date and then click the “OK” button.

3. Click the “MTF Refused” radio button. The cursor will automatically move to the Rank field.

4. Click the LOV to the right of the Rank, First Name and Last Name fields. If MTF representatives’ names were entered previously, just click on the desired representative and then click the “OK” button. If not, continue with Step 5.

5. Rank: Enter the MTF representative’s rank; e.g., TSgt.

6. First Name: Enter the MTF representative’s first name; e.g., Rodney.

7. Last Name: Enter the MTF representative’s last name; e.g., Williams, and then press the <**Tab**> key to navigate to the Phone field.

8. Phone: Enter the MTF representative’s area code and phone number; e.g., 210 699-0299, and then press the <**Tab**> key to navigate to the Comments field.

9. Comments: Enter any comments regarding the MTF representative’s refusal; e.g. Screening equipment cannot be repaired within desired appointment timeframe (see figure 43-3 below).

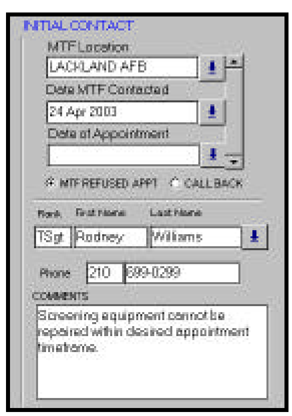


Figure 44-3, MTF Refusal

10. Click the "Save" button, and then click the "Exit" button. A message displays indicating the workflow is complete. Click the "OK" button to return to the *Workflow Select Screen*.

44.4 Setting an Appointment

NOTE: If for some reason information is already displayed in the **Initial Contact Block**, click the "Add Row" button  to clear the screen.

1. <u>MTF Location</u>: Click the LOV, click your choice of MTFs, and then click the "OK" button.

2. <u>Date MTF Contacted</u>: The AFRISS calendar automatically displays after you select the MTF Location. Once the calendar displays, the date should automatically be the current date. Click the "OK" button. Otherwise, select the desired date and then click the "OK" button.

3. <u>Date of Appointment</u>: Enter the appointment date in the DD MMM YYYY format; e.g., 27 Apr 2003. Otherwise, click the LOV to select the date (AFRISS calendar). **NOTE**: If you selected the date from the AFRISS calendar, the cursor moves to the <u>Date Attended Appointment</u> field. If not, press the <**Tab**> key to navigate to the <u>Date Attended Appointment</u> field.

After Appointment Block

4. <u>Date Attended Appointment</u>: Enter the actual date the applicant attended the appointment in the DD MMM YYYY format. Otherwise, click the LOV to select the date (AFRISS calendar).

5. If the Date Attended Appointment and the Date of Appointment are different, click one of the applicable radio buttons (MTF Reschedule, App No Show, App Rescheduled or Other). If you choose "Other," you must provide a reason. If you do not, you will receive the following two messages:

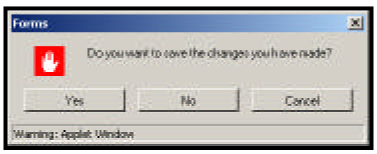


Figure 44-4

Figure 44-5

6. Click "Yes" to save the changes, and then click the "OK" button when you receive error requiring a comment.

7. Enter a reason the date attended was different; e.g., MTF shut down—snowstorm caused power outage.

Consults Block

8. There are eight consult choices. You may choose one or more, if required. You must click the LOV to select the Date Requested and the Date of Appointment from the AFRISS calendar. If you choose "Other," a description must be entered in the Other Descriptive field; e.g., Need Dermatology Consult—Excessive Rash.

NOTE: If you select dates for "Other," do not provide an explanation and try to exit, you will see the two error messages displayed in Step 5.

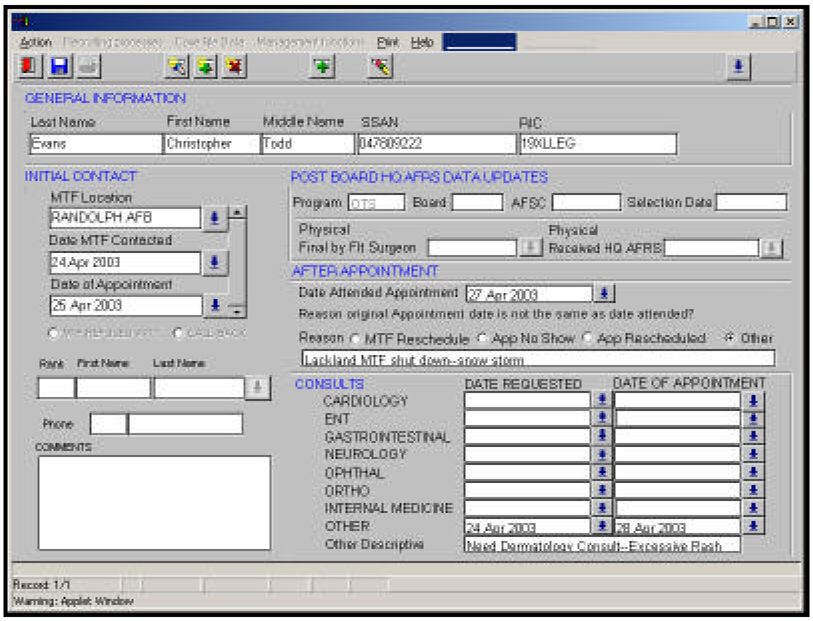


Figure 44-6, MTF Physical Tracking Screen (Setting an Appointment)

9. Click the "Save" button and then click the "Exit" button to return to the *Workflow Select Screen*.

45.0 PROGRAM MANAGER FUNCTIONALITY

45.1 Main Menu

1. Log on as a Program Manager.

2. From the *AFRISS Main Menu*, click the Alternate Billet field LOV, click (highlight) "AFRS OA Program Manager Bucket," and then click the "OK" button.

3. While still in the *AFRISS Main Menu*, click <**Recruiting Processes**>.

4. Click <**Work Leads/Applicants Currently in System**>.

5. Then click <**Program Manager-Select Applicant**>.

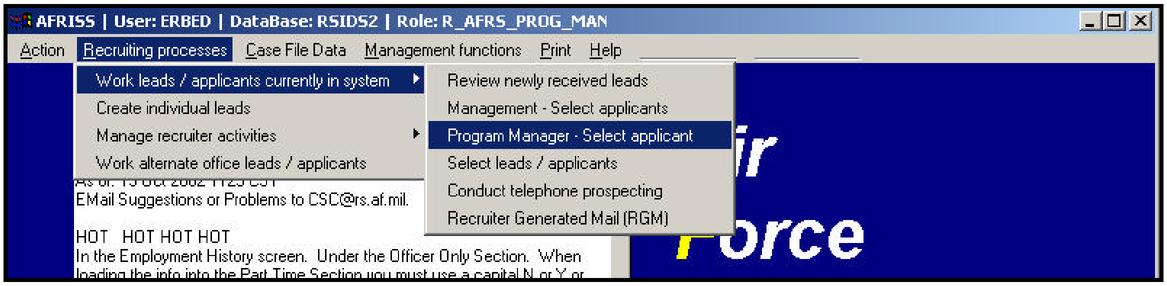


Figure 45-1, AFRISS Main Menu

6. The *Program Manager-Select Applicant Screen* displays.

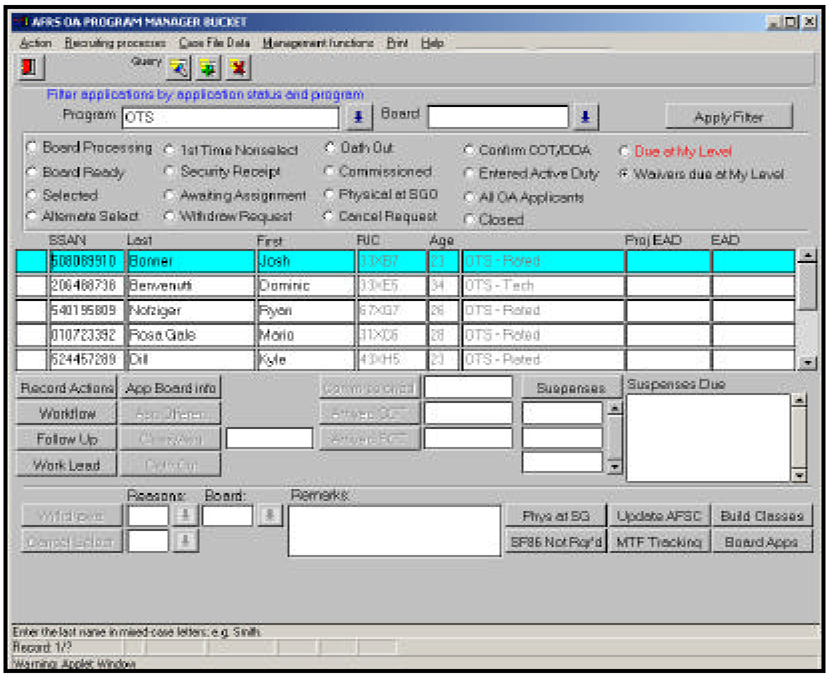


Figure 45-2, Program Manager-Select Applicant Screen

7. Program: Click the LOV to select the desired program; e.g., OTS.

8. Board: *Optional.* Click the LOV to select the board; e.g., 0301.

9. Click the desired radio button. A brief explanation of each is found below.

"Board Processing": Displays applicants forwarded by the processor to the Program Manager.

"Board Ready": Displays "board ready" applicants.

"Selected": Displays applicants selected by the board.

"Alternate Select": Displays applicants selected as alternates by the board.

"1st Time Nonselect": Displays applicants who were not selected by the first board.

"Security Receipt": Displays applicants with returned receipts.

"Awaiting Assignment": Displays applicants awaiting assignments.

"Withdraw Request": Displays applicants removed from processing prior to selection.

"Oath Out": Displays applicants authorized a commission.

"Commissioned": Displays commissioned applicants

"Physical at SGO" (Surgeon General's Office): Displays applicants with physicals at the SG office.

"Cancel Request": Displays applicants with canceled requests.

"Confirm COT/DDA": Displays applicants awaiting enlistment/commission confirmation.

"Entered Active Duty": Displays applicants who have entered on active duty.

"All OA Applicants": Displays all applicants including those with "Closed" status.

"Closed": Displays applicants having a "Closed" status to their application.

"Due at my Level": Displays applicants requiring some type of action. **NOTE:** If the "Due at my Level" is red, an applicant(s) requires action.

"Waivers Due at my Level": Displays applicants requiring a waiver.

"Apply Filter" button: Click to display applicants queried from the radio button you selected.

45.2 Record Actions Button

1. Click this button to display the *Record Actions Screen*.

2. Click your cursor in the blank field below the last entry in the Action field (see section 34.0 for completion instructions). **NOTE:** The action you choose depends on your location within the process.

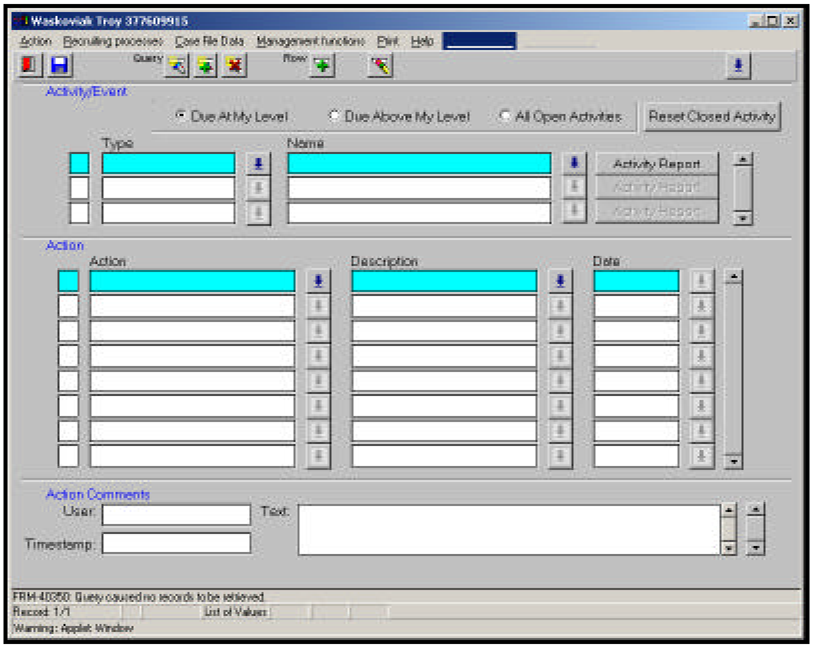


Figure 45-3, Record Actions Screen

3. Click the “Save” button, and then click the “Exit” button to return to the *Program Manager-Select Applicant Screen*.

45.3 Workflow Button

1. Click this button to display the *Workflow Select Screen*.

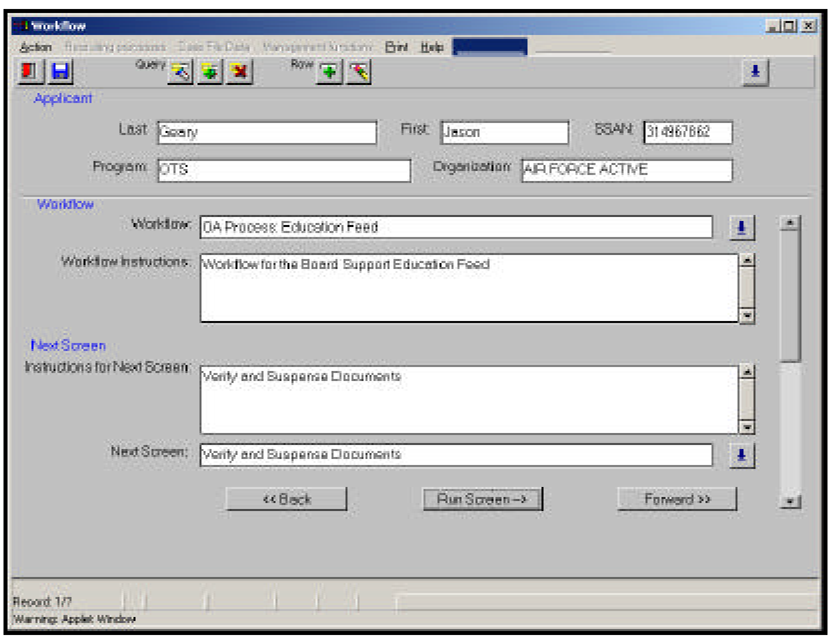


Figure 45-4, Workflow Select Screen

2. Click the LOV to the right of the Workflow field, click (highlight) your choice, and then click the “OK” button.
3. Click the LOV to the right of the Next Screen field, click (highlight) your choice, and then click the “OK” button.

4. Once you have made your selections, click the “Run Screen” button.

45.4 Follow Up Button

1. Click this button to display the *Follow Up Screen.*

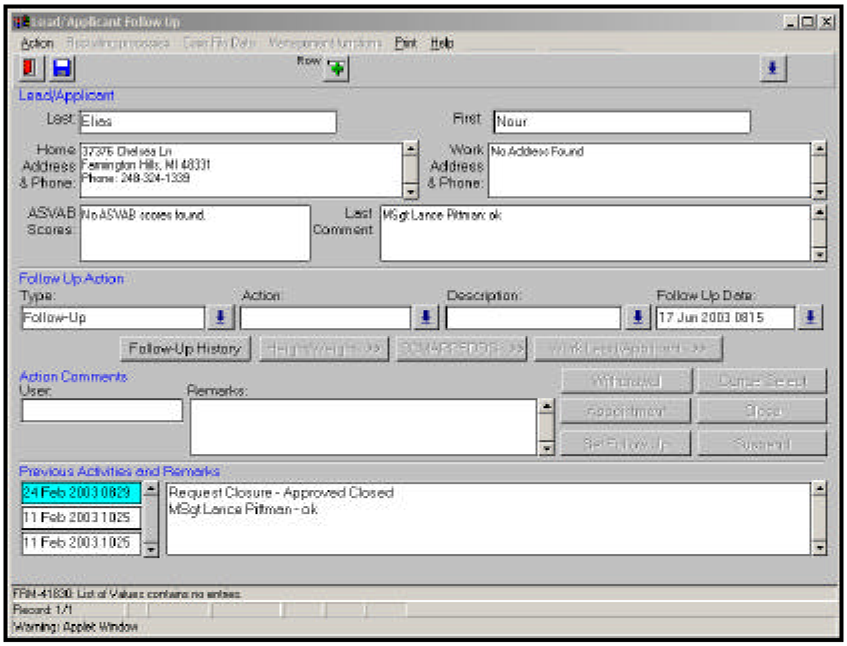


Figure 45-5, Follow Up Screen

2. Refer to Section 8.0 for steps to complete this form.

45.5 Work Lead Button

1. Click this button to display the *Create/Work Lead Screen.*

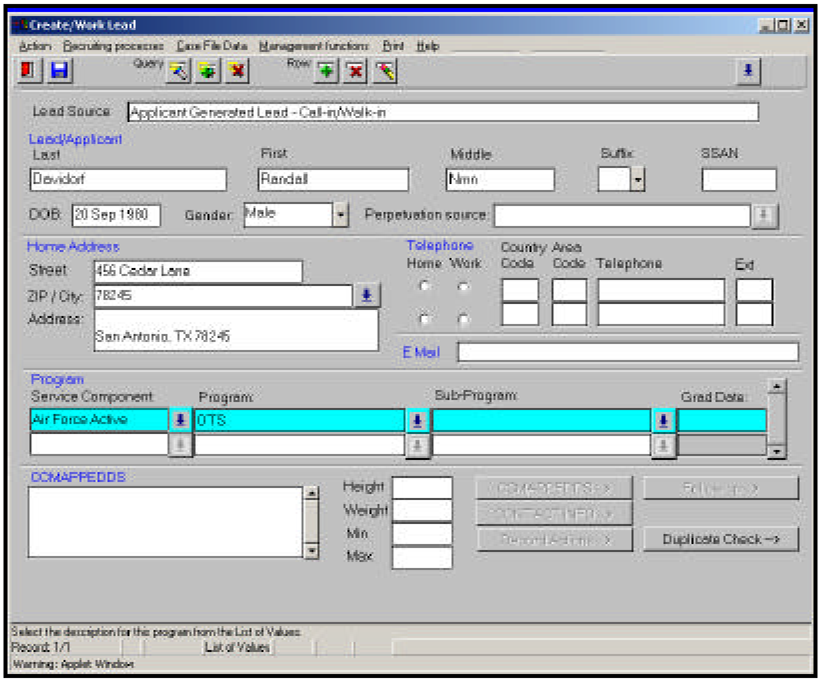


Figure 45-6, Create/Work Lead Screen

2. Refer to Section 5.0 for steps to complete this form.

45.6 App Board Info Button

1. Click this button to display the *Applicant Board Information Screen.*

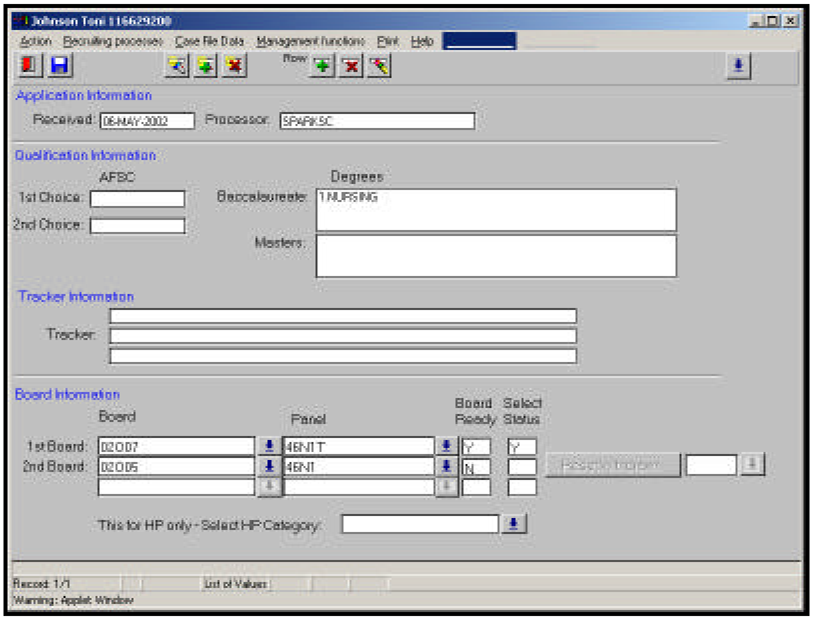


Figure 45-7, Applicant Board Information Screen

2. This information screen displays pertinent information for a selected applicant.

Application Information Block

3. Received: Automatically displays the date received.

4. Processor: Automatically displays the responsible processor's name.

Qualification Information Block

5. AFSC: Displays applicant AFSC choice(s).

6. Degrees: Displays completed degree(s).

Tracker Information Block

7. Tracker: Displays information concerning an interested party, usually a General Officer.

Board Information Block

8. Displays the board and panel information for which the applicant is assigned. If you want to modify the Board or Panel number, click the LOV to the right of each field, click (highlight) the desired number, and then click the "OK" button.

9. "Reset Withdrawn" button: Use this button to reset a withdrawn applicant for further board processing.

10. Click the "Save" button, and then click the "Exit" button to return to the *Program Manager-Select Applicant Screen*.

45.7 Asg Offered/Accept Ltr Req'd Button

NOTE: The "Asg Offered" button will be enabled for OTS applicants only and will change to read, "Accept Ltr Req'd" for health professions applicants.

1. Click this button to display the *Verify and Suspense Documents Screen*.

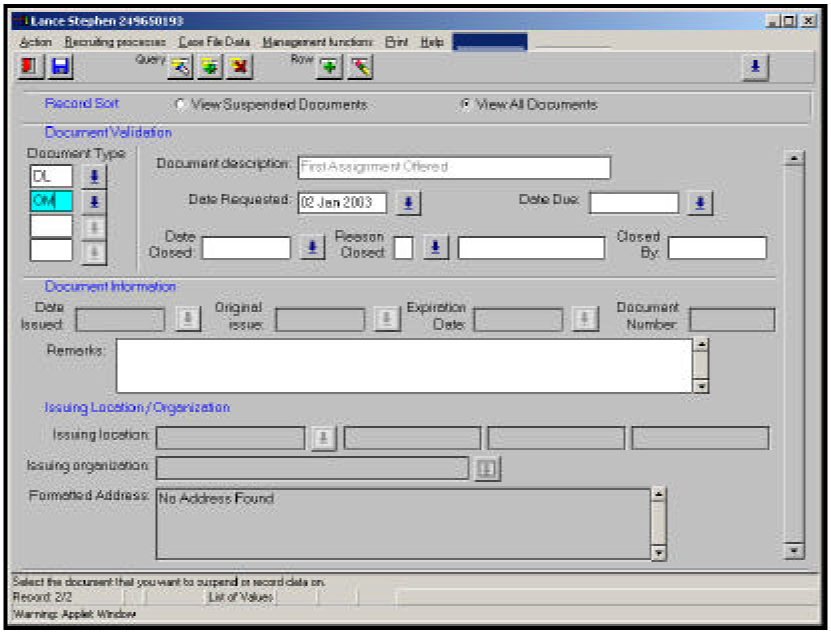


Figure 45-8, Verify and Suspense Documents Screen (Asg Offered)

2. Refer to section 10.12 for further instructions in completing this form.

3. Click your cursor in the <u>Document Type</u> field, and then click the LOV button to display a list of documents to validate.

4. To narrow your search, type %Assignment% in the Search field, and click on the “Find” button.

5. Select the valid response and click the OK button.

6. Click the “Save” button, and then click the “Exit” button to return to the *Program Manager-Select Applicant Screen*.

45.8 Class/Asg Button

1. Click this button to display the *Class Assignment Screen*.

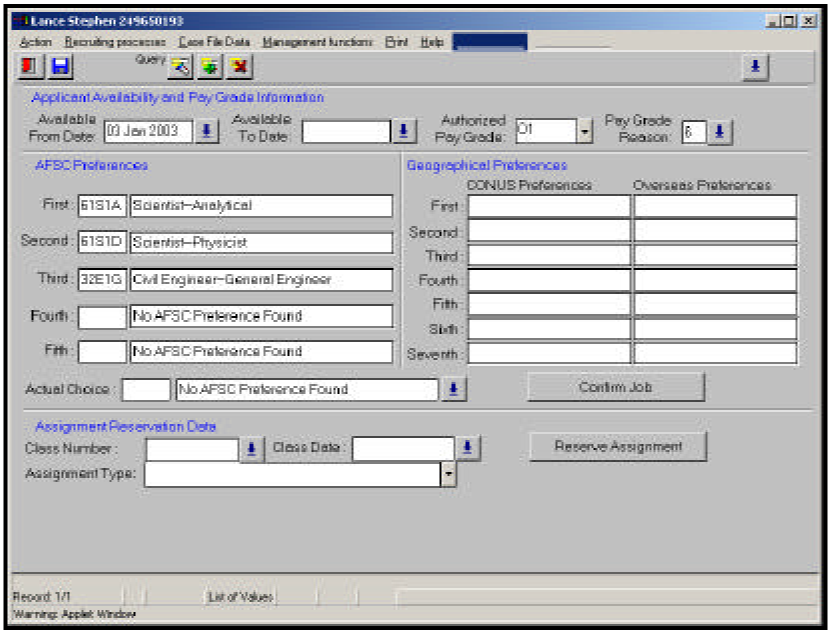


Figure 45-9, Class Assignment Screen

Applicant Availability and Pay Grade Information Block

2. Displays response information. “Available To Date” field may be updated.

AFSC Preferences Block

3. Displays stated applicant AFSC preferences.

Geographical Preferences Block

4. Displays assignment preferences as stated by applicant.

Actual Choice Block

5. Displays the actual choice of AFSC.

6. <u>Confirm Job button</u>: Click this button to confirm assignment to the applicant’s actual AFSC choice.

Assignment Reservation Data Block

7. <u>Class Number:</u> Click the LOV to make your selection, and then click the “OK” button.

8. <u>Class Date:</u> Enter the class date in the DD MMM YYYY format; e.g., 26 Nov 2003. Otherwise, click the LOV to select the date (AFRISS calendar).

9. Assignment Type: Click the drop-down menu button and select AA1-Applicant Assignment.

10. Reserve Assignment button: Click this button to reserve a seat in the assigned class. Once a class has been assigned, the "Reserve Assignment" button changes to "Cancel Assignment" to allow for cancellations.

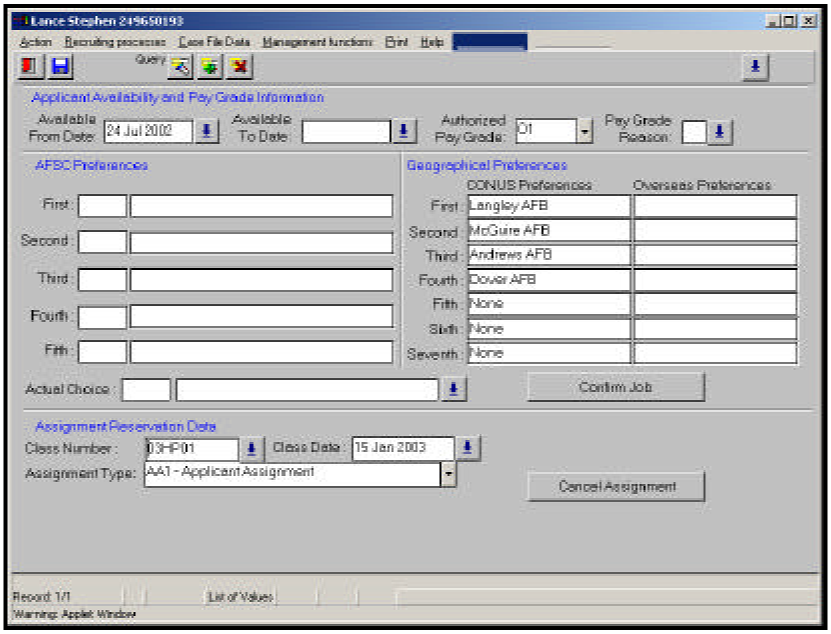


Figure 45-10, Class Assignment Screen (Cancel Assignment)

11. Click the "Save" button, and then click the "Exit" button to return to the *Program Manager-Select Applicant Screen*. The date is inserted into the field to the right of the button.

45.9 Oath Out Button

1. Click to display the *Verify and Suspense Documents Screen* (See figure 44-14.)

2. Click your cursor in the Document Type field, and then click the LOV to display a list of documents.

3. Click the desired selection; e.g., Oath Out, and then click the "OK" button.

4. Click the "Save" button, and then click the "Exit" button to return to the *Program Manager-Select Applicant Screen*.

45.10 Commissioned Button

Click the "Commissioned" button to set the structure status. **NOTE:** The status change will not be visible, however, the "Commissioned" button will change to "Update Comm" once the date is entered into the field.

45.11 Arrived Commissioned Officer Training (COTS) Button

1. Click the "Confirm COT/DDA" radio button to display a list of applicants.

2. Click the "Arrived COT" button. If a confirmed enlistment date was not previously entered, the following message displays.

Figure 45-11, Warning Message Screen

3. Click the "OK" button.

4. Ensure the desired applicant is highlighted.

5. Enter the confirmed enlistment date in the DD MMM YYYY format; e.g., 20 Jan 2003, into the field to right of the COT button.

6. Once again click the "Arrived COT" button to display the following message.

Figure 45-12, Pop-Up Message (Enlistment Confirmed)

7. Click the "OK" button. **NOTE:** The "Arrived COT' button will no longer be visible.

45.12 Arrived Basic Officer Training (BOT)/Update EAD Buttons

NOTE: The “Arrived BOT” button will be enabled for OTS applicants. It confirms EAD for Active Duty OTS applicants. The “Update EAD” becomes enabled when applicant has an EAD and has not been closed.

1. Click the “Arrived BOT” button. The following “Warning Message Screen” will be displayed.

Figure 45-13, BOTS Warning Message

2. Click the “OK” button.

3. Ensure the desired applicant is highlighted.

4. Enter the confirmed enlistment date in the DD MMM YYYY format; e.g., 22 Feb 2003.

5. Once again click the “Arrived BOTS” button to display the following message.

Figure 45-14, BOTS EAD Confirmed Message

6. Click the “OK” button. **NOTE:** The “Arrived BOTS” button will no longer be available.

45.13 Suspenses Button/Suspenses Due Field

1. Click this button to display the *Verify and Suspense Document Screen* (see section 42.10).

2. Once all documents are entered, they are displayed in the Suspenses Due field. Click the “Save” button, and then click the “Exit” button to return to the *Program Manager-Select Screen*.

45.14 Withdrawal Button/Reasons field

This button is activated when the “Board Ready” list of applicants is displayed.

1. Click this button and the following message is displayed.

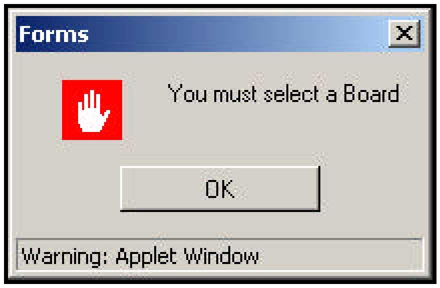


Figure 45-15, Withdrawal Button Error Message

2. Click on the Board field LOV button to display the list of boards pertaining to the applicant. Select the applicable board (if the list displays different board numbers) and click on the OK button.

3. Click on the first LOV button to display a list of reason/s for the withdrawal. Select the applicable response and click on the OK button.

4. Click on the “Withdrawal” button to capture and implement the selections.

5. Enter any appropriate comments in the Remarks field.

45.15 Cancel Select Button/Reasons field

1. Click the Cancel Select button or the LOV to display a list of reasons for the cancellation.

2. Select the applicable response and click on the OK button.

3. Click the Cancel Select button. The message will be “This action will initiate a cancellation request to notify the recruiter. Do you wish to proceed?”

4. Click the “Yes” button to send the notification or the “No” button to delete the selection.

5. Click the “Save” button, and then click the “Exit” button to return to the *Program Manager-Select Applicant Screen*.

45.16 Phys at SG Button

Click this button to send applicant’s physical to SG. **NOTE:** Once clicked, the button will change to read “Phys Qualified.” No other change will be visible.

45.17 SF 86 Not Rqr’d Button

Click this button to enter the status as “Clearance Not Required.” **NOTE:** The status change will not be visible.

45.18 Update AFSC Button

1. Click this button to display the *Work Applicant Screen*.

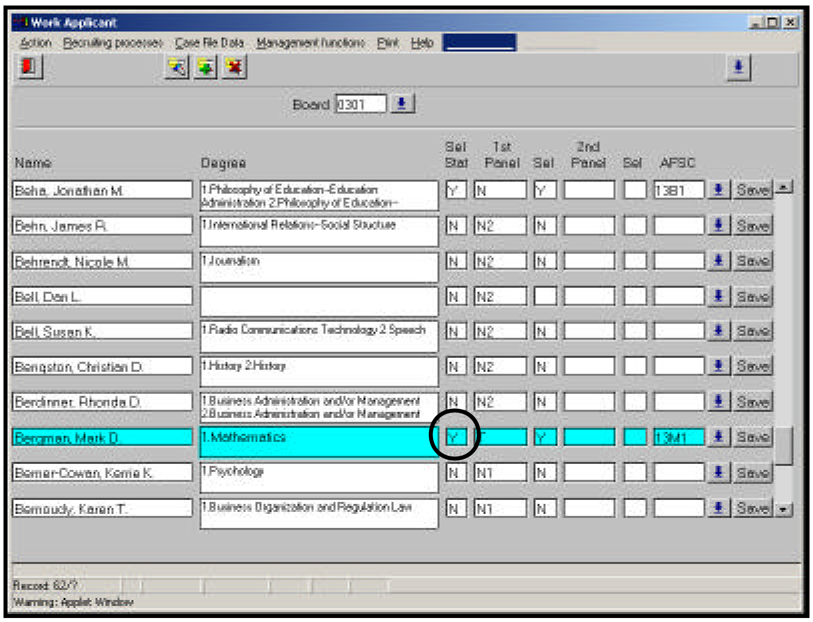


Figure 45-16, Work Applicant Screen

Parts of the Screen and Steps to Follow:

2. Board: Enter the board number; e.g., 0301. Otherwise, click the LOV to select the board. **NOTE:** If you want to query an entire board, click the “Enter Query” button, and then click the “Execute Query” button.

3. Name: Click you cursor in this field, click the “Enter Query” button, enter an applicant’s last name, and then click the “Execute Query” button.

4. The remaining fields will automatically populate. The only field that you may add or change is the AFSC field. **NOTE:** You may only add or change an AFSC if there is a “Y” in the Sel Stat field (see figure 44-16).

5. Click the “Save” button (left of the scroll bar) after each AFSC you add or change.

45.19 MTF Tracking Button

This screen has three functions to perform: Call Back, MTF Refused Appt, and Appt Setting/Tracking.

1. From the *Program Manager-Select Applicant Screen*, click the "MTF Tracking" button to display the *Physical Tracking Screen*.

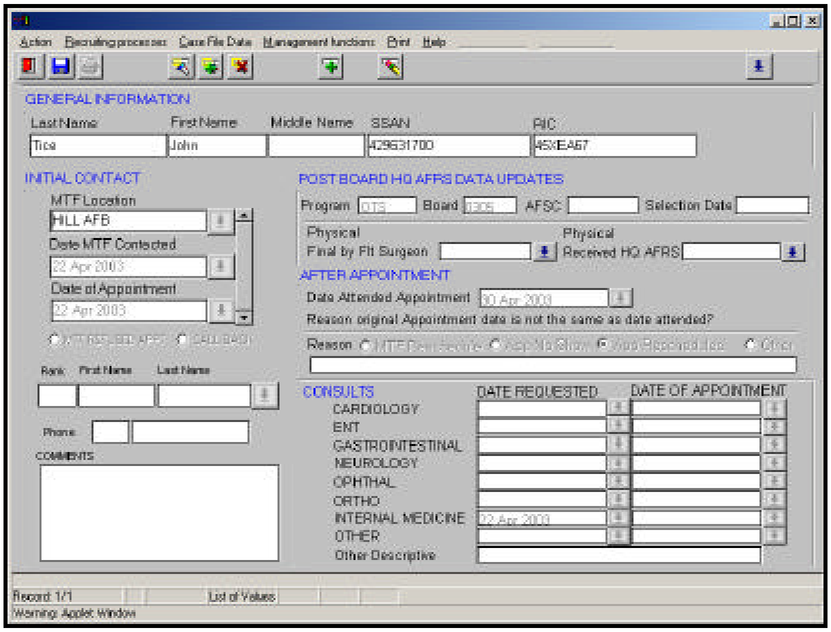


Figure 45-17, Physical Tracking Screen

General Information Block

2. Fields automatically display.

Initial Contact Block

3. MTF Location: Click the LOV to select a physical location; e.g., WHMC.

4. Date MTF Contacted: Enter the date you contacted the MPF to schedule a physical; e.g., 21 Feb 2003. Otherwise, click the LOV to select the date (AFRISS calendar).

5. Date of Appointment: Records the scheduled date of the next physical appointment. Use the AFRISS calendar by clicking on the LOV.

45.19.1 MTF Refused Appt

1. Click the "MTF Refused Appt" radio button, your cursor automatically moves to the Rank field.

2. Rank: Enter the MTF representative's rank; e.g., TSgt.

3. First Name: Enter the MTF representative's first name in upper and lower case; e.g., Scott.

4. Last Name: Enter the MTF representative's last name in upper and lower case; e.g., Anderson.

5. Phone: Enter the MTF representative's area code and phone number; e.g., 210 699-0202.

6. Comments: Enter comments relating to refusal; e.g., Building closing for renovation.

7. Click the "Save" button.

45.19.2 Call Back

1. Click the "Call Back" radio button, your cursor automatically moves to the Rank field.

2. Rank: Enter the MTF representative's rank; e.g., TSgt.

3. First Name: Enter the MTF representative's first name in upper and lower case; e.g., Scott.

4. Last Name: Enter the MTF representative's last name in upper and lower case; e.g., Anderson.

5. Phone: Enter the MTF representative's area code and phone number; e.g., 210 699-0202.

6. Comments: Enter comments relating to refusal; e.g., Building closing for renovation.

7. Click the "Save" button to save the information.

Post Board HQ AFRS Data Updates Block

8. Program: Indicates the program i.e. OTS, MC, NC, etc.

9. Board: Indicates the assigned board number.

10. AFSC: Displays the applicant AFSC.

11. Selection Date: Displays the date applicant was selected for the board.

12. Physical Final by Flt. Surgeon: Use the AFRISS calendar LOV to enter the date.

13. Physical Received HQ AFRS: Use the AFRISS calendar LOV to enter the date.

After Appointment Block

14. Date Attended Appointment: Enter the date the applicant attended the appointment.

15. Reason original appointment date is not the same as date attended? If date attended is different from date scheduled, the "Reason" radio buttons will enable for your selection. If you choose the "Other" radio button, you must provide an explanation.

Consults

16. Consults (Date Requested): Enter the dates requested for each consult (if applicable) in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar).

17. Consults (Date of Appointment): Enter the scheduled appointment dates for each consult (if applicable) in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar).

18. Click the "Save" button, and then click the "Exit" button to return to the *Program Manager-Select Applicant Screen*.

45.20 Build Classes Button

1. Click this button to display the *Board Information Screen.*

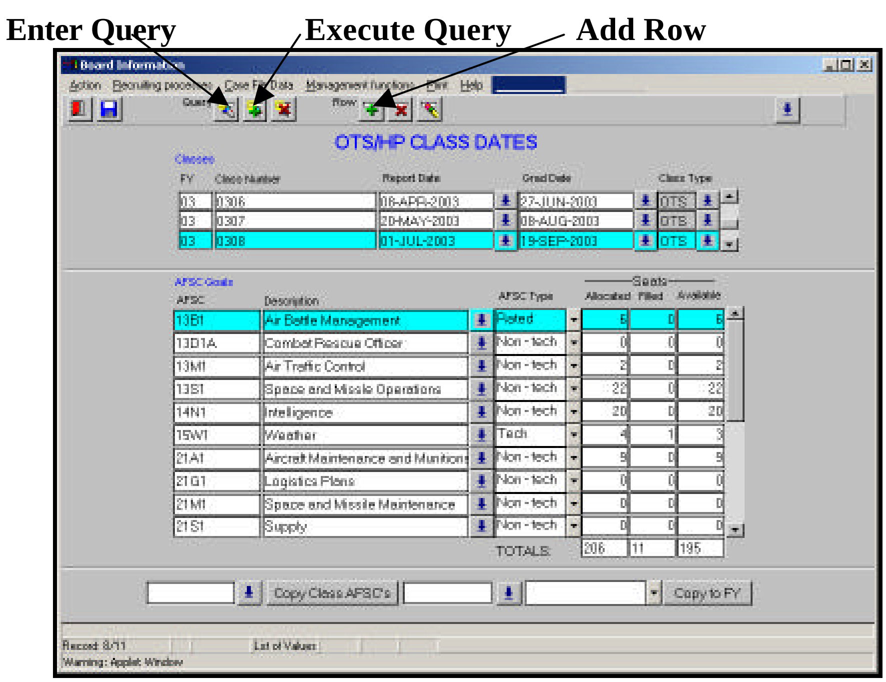


Figure 45-18, Board Information Screen

2. Click your cursor in the FY field, and then click the "Enter Query" button (flashlight).

3. Enter the desired FY; e.g. 03, and then click the "Execute Query" button (green plus sign).

4. If the fields are full and you would like to build a class, click your cursor in any in the FY field, and then click the "Add Row" button.

5. FY: Enter the FY; e.g., 04.

6. Class Number: Enter a valid class number; e.g., 0308.

7. Report Date: Click on the LOV to display the AFRISS calendar and select a reporting date.

8. Grad Date: Click on the LOV to display the AFRISS calendar and select a reporting date.

9. Class Type: Click on the LOV to select the valid class type; e.g., OTS.

AFSC Goals

10. AFSC: Enter the AFSC; e.g., 13B1, or click the Description LOV and double click on your selection to populate both the AFSC and Description.

11. Description: Click the LOV, and then double click on your selection.

12. AFSC Type: Click the drop down menu button, and then click on your selection; e.g., "Rated".

Seats

13. Allocated: Enter the number of available openings for this class; e.g., 5.

14. Filled: Automatically calculates the number of assigned seats.

15. Available: Automatically calculates the number of seats remaining for this class.

16. Click on the LOV button to left of the "Copy Class AFSCs" button to display the list of available board numbers for the added class number.

17. Click on field to right of the "Copy Class AFSCs" button and enter the added class number or click on the LOV and select a specific AFSC.

18. Copy Class AFSCs button: If a new class has been added, click this button to populate all AFSCs to avoid entering the AFSCs manually.
19. Click on drop down button to display the FY that has been added.

20. Copy to FY button: If a new fiscal year has been added, click this button to populate the AFSCs to the FY.

21. Click the "Save" button, and then click the "Exit" button to return to the *Program Manager-Select Applicant Screen*.

45.21 Board Apps Button

1. Click this button to display the *Work Applicant Screen*.

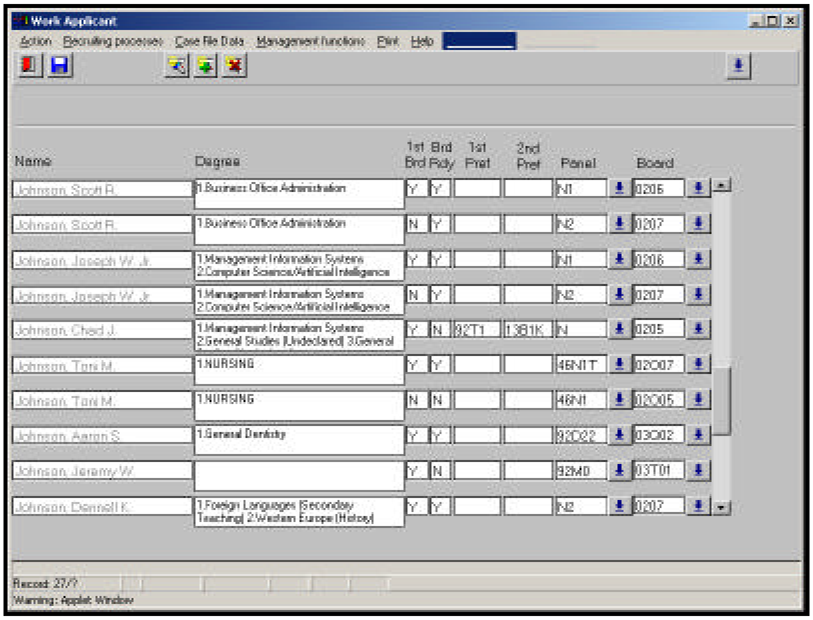


Figure 44-19, Work Applicant Screen

2. Click your cursor in the Name field, and then click the "Enter Query" button (flashlight).

3. Enter the last name of the applicant for whom you are searching; e.g., Johnson, and then click the "Execute Query" button (green plus sign) to display a list of applicants.

4. If you would like to modify the board or panel information for a particular applicant, locate the desired applicant's name, and then click the LOV to the right of the Panel or Board field.

5. Click (highlight) your selection, and then click the "OK" button.

6. Click the "Save" button, and then click the "Exit" button to return to the *Program Manager-Select Applicant Screen*.

ABBREVIATIONS AND ACRONYMS

AETC: Air Education and Training Command
AF: Air Force
AFOQT: Air Force Officer Qualification Test
AFPC: Air Force Personnel Center
AFRISS: Air Force Recruiting Information Support System
AFRS: Air Force recruiting Service
AFSC: Air Force Specialty Code
ASVAB: Air Force Vocational Aptitude Battery
BAT: Basic Aptitude Test
COI: Center of Influence
COT: Commissioned Officer Training
CSC: Customer Support Center
DD: Defense Department
DEP: Delayed Enlistment Program
DOB: Date of Birth
DOR: Date of Rank
DOS: Date of Separation
DSN: Defense Switched Network
E-Mail: Electronic Mail
EAD: Enter Active Duty
EST: Enlistment Screening Test
FED: Financial Eligibility Determination
GPA: Grade Point Average
HP: Health Professions
HQ: Headquarters
Id: Identification
IRE: Interservice Reenlistment Eligibility
ISC: Interservice Separation Code
Jr ROTC: Junior Reserve Officer Training Corps
LIT: Literature
LNCO: Liaison Non-Commissioned Officer
LOV: List of Values
MAJCOM: Major Command
MEPS: Military Entrance Processing Station
MOS: Military Occupational Specialty
MPF: Military Personnel Flight
MTF: Military Treatment Facility
NMN: No Middle Name
NPS: Non-Prior Service
OA: Officer Accessions
OPM: Office of Personnel Management
OPS: Operations
OTS: Officer Training School
PAS: Personnel Accounting System

PCSM: Pilot Candidate Selection Method
PIR: Personal Information Record
QC: Quality Control
RE: Reenlistment Eligibility
RGM: Recruiter Generated Mail
ROTC: Reserve Officer Training Corps
SF: Standard Form
SPD: Separation Program Designator
SSAN: Social Security Account Number
SSN: Selective Service Number
UNK: Unknown
US: United States
USAF: United States Air Force